

POLICY NAME	ISA Wuhan Child Safeguarding Policy
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SCHOOL	ISAWHIS
TITLE OF STAFF RESPONSIBLE	Designated Safeguarding Lead
APPROVING BODY	CLT
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ISA Wuhan Child Safeguarding Policy

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1. Vision, Mission & Values

- **Vision:** Build a multi-cultural ecosystem of international education.
- **Mission:** Nurture leading talents and pioneers for the future.
- **Values:** Positive, caring, responsible, communicative, resilient, and innovative.

2. Policy Scope

Applies to all staff, volunteers, contractors, and trustees at ISA Wuhan International School.



3. Key Principles

- **Zero Tolerance:** No child shall experience abuse, neglect, or harm.
- **Equal Protection:** Safeguarding extends to all children, regardless of background.
- **Partnership:** Collaborate with parents and staff to ensure safety.

4. Staff Responsibilities: Do's s Don'ts

Do's	Don'ts
■ Report concerns within 24 hours (verbatim).	+ Promise confidentiality to a child.
■ Use the " See Something, Say Something " rule.	+ Use physical discipline or isolation.
■ Complete the Safe Guarding Concern Registration Form .	+ Share student data on personal devices.

5. Reporting Abuse: Step-by-Step

1. **Listen:** Allow the child to speak freely. Use their words.
2. **Report:** Complete the child safeguarding form **immediately**
3. **Crisis Management and critical incidents:** In the event of a threat to a students' life or in the case of serious wellbeing risks, safeguarding concerns must be reported immediately in person. In this case the digital form is bypassed to ensure the student wellbeing.

6. Online Safety Protocol

- **Cyberbullying Response:** Report and inform IT.

7. Anti-Bullying Procedure

- Refer to the **Whole School Behavior Policy**.



8. Training Requirements

- **All Staff:** Annual training.

10. Child Safeguarding Leads

Role	Name	Email
Lead Safeguarding Officer	Victoria Jarratt	victoria.jarratt@isawuhan.com
Safeguarding Officer	Thomas Ainsworth	thomas.ainsworth@isawuhan.com
Safeguarding Officer	Ashley Qin	ashley.qin@isawuhan.com

11. Appendices

1. **Flowchart:** *How to Report Abuse* (visual guide).
2. **Checklist:** *Signs of Abuse* (physical/emotional/neglect).
3. **Boarding**



Child Safeguarding: Essential Reporting Tools for School Staff

How to Report Suspected Abuse

Follow this step -by- step procedure whenever you observe signs or receive disclosure of possible abuse from a student.

Listen Carefully

Listen to the child without asking leading questions. Create a safe space for them to share.

Provide Reassurance

Reassure the child they are safe and did the right thing by speaking up. Build trust while maintaining professional boundaries.

Set Clear Expectations

Do **NOT** promise confidentiality. Explain that you must share information with people who can help.

Submit Promptly

Submit to the Safeguarding Concern Form to the Safeguarding Lead **WITHIN 24 HOURS**. For severe cases, report immediately.

Signs of Abuse Checklist

Learn to recognize these key indicators across different categories of abuse. Remember that a single sign doesn't automatically

indicate abuse, but multiple signs warrant closer attention.

Physical Abuse

- Unexplained bruises, burns, fractures
- Injuries in unusual patterns
- Covering injuries with clothing
- Flinching at sudden movements

Neglect

- Consistent hunger or fatigue
- Poor hygiene or inappropriate clothing
- Untreated medical/dental issues
- Hoarding food or stealing snacks

Emotional Abuse

- Extreme withdrawal or aggression
- Unexplained developmental delays
- Overly compliant/"too perfect" behavior
- Negative self-talk ("I'm worthless")

Sexual Abuse

- Age-inappropriate sexual knowledge
- Sudden refusal to change for PE
- Regression to younger behaviors
- Unexplained gifts or money

Required Action: Report immediately for any single severe sign. Report within 24 hours for multiple minor signs. If uncertain, consult with your Safeguarding Lead.

Best Practices

When meeting with Child Safeguarding Officer:

- ☐ Record dates and precise times of all observations
- ☐ Note the **exact wording** of concerning statements made by the child
- ☐ State facts only - avoid interpretations or assumptions
- ☐ Use body maps on the form to indicate location of physical injuries
- ☐ Include behavioral changes and context of disclosure

☐ Remember: Your documentation may become evidence in legal proceedings. Be thorough, factual, and objective.

The screenshot shows the ISA Wuhan Community Site dashboard. It features a navigation bar with links for Home, Mission and Vision, and Edit. Below the navigation bar, there's a section titled "Place to access all the International school forms." This section contains a grid of buttons for different types of forms: Academic - Academic Concerns SV Form, Division - Competitions, HA - Staff Concern, Child Safeguarding Concern Form, Pastoral - Exit Leave Requested Form, Pastoral - House Points Form, Pastoral - Incident Report, Pastoral - Internal Referral Form for Counseling, Pastoral - Parent Student Meeting Form, Pastoral - Positive Behavior Tracking Sheet, Pastoral - Restorative Session Log Form, Pastoral - Termination Warning (Student) Form, Pastoral - Student Concern Form, and Pastoral - Uniform Infractions Form.

The screenshot shows the Child Safeguarding Concern Form. It includes a header with the ISA logo and the title "Child Safeguarding Concern Form". Below the header, there's a message: "Hi Victoria Jarratt, when you submit this form, the owner will see your name and email address: victoria.jarratt@isawuhan.com". The form has several fields: "Date Reported *" with a date picker showing 2025/6/11, "Staff Name *" with a text input field, "Division of the Student with the Safeguarding Concern *" with a dropdown menu, and "What would you like to report? *" with a dropdown menu showing "Child Safeguarding Concern". There is a "Submit" button at the bottom.

Forms Location: <https://isaschool.org>



Child Safeguarding Policy Addendum

Boarding Provisions & Implementation Guidelines

This document supplements the Child Safeguarding Policy of ISA Wuhan International School, containing dedicated boarding management provisions, step-by-step working guidelines for boarding staff, and standardized incident reporting procedures in line with the school's internal handling protocols. It also elaborates on the policy's alignment with the United Nations Convention on the Rights of the Child.

1. New Additions to the Existing Child Safeguarding Policy (Boarding-Specific Clauses)

The following provisions are formulated to address unique safety risks in boarding settings, and supplement the original policy regarding anti-abuse regulations, online safety and staff codes of conduct.

1.1 Core Principles for Boarding Management

All boarding students under the age of 18 are entitled to 24-hour uninterrupted safety protection within dormitories, communal areas, dining halls and all other boarding facilities. All boarding personnel, including full-time dormitory supervisors, part-time house parents and night-shift staff, shall comply with the school's child safeguarding rules, staff codes of conduct and this supplementary policy.

All boarding students enjoy equal safety protection rights, regardless of age, nationality, gender, religion, disability, sexual orientation or family background. Extra protection and support will be offered to vulnerable boarding students, including new students, those suffering from mental distress, communication difficulties or traumatic experiences.

Students' safety, well-being and best interests shall be the top priority for all decisions, daily operations and incident handling within boarding management.

Integrated management covering personal safety, mental well-being, anti-bullying and online safety is implemented across boarding areas, with all safety work carried out simultaneously.

All boarding safety records, student well-being data and incident logs shall be stored in strict accordance with data protection laws and regulations. Information shall only be shared with authorized personnel as required.

1.2 Special Safety Requirements for Boarding Premises and Facilities

Access Control: Dormitory buildings are equipped with access control systems. All visitors (parents and external personnel) must complete real-name registration and be accompanied by security staff. Entry to students' private dorm rooms is prohibited without prior permission. Except for emergency rescue operations, male staff are forbidden to enter female dormitories, and female staff shall not enter male dormitories alone. In special cases, staff must be accompanied by a member of the opposite gender.

24-Hour Duty and Patrol: Dormitories are staffed around the clock. Boarding teachers conduct regular nightly roll calls. All patrol and roll call records are retained as electronic files in the boarding attendance system.

Facility Safety: Firefighting equipment, electrical installations and anti-fall facilities are inspected on a daily basis. Students are strictly prohibited from keeping flammable substances, high-power electrical appliances and other dangerous goods in dormitories.

Privacy Protection: Unauthorized installation of surveillance cameras inside students' private dorm rooms is banned. Surveillance devices are only installed in public areas such as corridors and entrances for public safety management.

1.3 Supplementary Provisions on Online Safety for Boarding Students

The use of electronic devices is prohibited in student dormitories. Boarding staff shall guide students to abide by the school's online safety agreement, and prevent cyberbullying, online harassment, inappropriate social interactions and other improper online behaviours outside school hours.

If an online safety incident involving boarding students is identified, staff shall immediately report the matter to the Boarding Office, boarding leadership and the Division's Pastoral Head.

Photos and videos of boarding students taken in dormitories or during boarding activities may only be shared with parents to update them on students' daily performance. Dissemination on public platforms is not allowed.

2. Step-by-Step Child Safeguarding Guidelines for Boarding Staff

All boarding staff shall follow the standardized procedures below in daily work, responding to student

disclosures, routine management and emergency handling, while complying with the school's existing staff codes of conduct.

2.1 Daily Routine Safety Work

Step 1: Pre-Shift Handover and Safety Inspection

Review students' historical files and information, with focus on students with abnormal behaviours, students requiring key support, pending follow-up tasks and potential safety hazards.

Verify the list of on-duty boarding students and leave records and keep track of students with special physical or mental health needs.

Inspect dormitory communal areas, firefighting equipment, emergency exits and surveillance systems, and eliminate visible safety hazards in a timely manner.

Step 2: Daytime Boarding Management and Observation

Conduct regular patrols of dormitories and communal areas to observe students' mental status, interpersonal relationships and behavioral changes, so as to detect early signs of bullying, social withdrawal, low mood and peer conflicts.

Maintain professional boundaries: One-on-one conversations with students are not permitted in enclosed private dorm rooms. Any individual communication shall take place in public areas such as the Boarding Office or teacher interview rooms.

Respond promptly to students' requests and concerns, listen patiently and record all abnormal situations truthfully. Maintain orderly dormitory discipline. Students are forbidden to use inappropriate language or engage in physical conflicts, and favoritism towards any student is strictly prohibited.

Step 3: Evening Roll Call and Bedtime Management

Complete evening roll call for all boarding students before the next day to confirm full attendance. If a student is absent, conduct immediate follow-up and report to night-shift staff and the student's parents. Inspect each dorm room to check for prohibited items and safety risks. Unauthorized overnight stays and overcrowding in dormitories are not allowed.

Remind students to abide by bedtime rules and electronic device regulations. Continue corridor patrols after lights out.

Step 4: Night Patrol and Emergency Response

Respond immediately when students ask for help during the night. Resolve minor issues such as mild illnesses and roommate disputes on site and keep relevant records. Initiate emergency procedures immediately in the event of injuries, severe emotional breakdowns, suspected abuse or other emergencies.

Staff are not allowed to leave their posts without permission during duty hours.

2.2 Procedures for Responding to Student Disclosures of Harm or Mistreatment

Step 1: Listen with Empathy and Acknowledge the Disclosure

Devote full attention to the student and adopt an open body language with a gentle and friendly attitude.

You may comfort the student with remarks such as *"It takes great courage for you to speak up today"*. Do not interrupt or rush the conversation, avoid leading questions, and respect the student's pace of expression.

Step 2: Clarify Rules and Refuse Unrealistic Promises

Clearly inform the student: *"I take what you have told me very seriously, but I cannot keep this confidential. To protect you, I must report this to the school's Child Safeguarding Team."* Never promise complete confidentiality to students.

Step 3: Record Statements Verbatim

Document the student's exact words without any alteration, addition or subjective interpretation. Record the time, location, the student's demeanour and other relevant details. Sign and date the record upon completion.

Step 4: Make an Immediate Report

If the student is in imminent physical danger, contact the night-shift staff of the Boarding Office first. For non-emergency situations, complete the online referral form and submit it to the Deputy Child Safeguarding Lead without delay.

2.3 Post-Incident Follow-Up Procedures

Step 1: Maintain Continuous Observation

Stay in regular contact with the students involved, monitor their mental state and daily performance, and provide necessary emotional support. Do not disclose incident details to other students or irrelevant staff.

Step 2: Cooperate with Investigations by the Child Protection Committee

Fully cooperate with the Child Protection Committee during investigations, provide all ledgers, records and

on-site information truthfully, and attend interviews as required.

Step 3: Uphold Confidentiality and Complete Follow-Up Work

Keep all incident files strictly confidential. Carry out long-term follow-up work as arranged by the school, and continuously update students' status in the boarding student well-being logs.

2.4 Prohibited Behaviours for Boarding Staff (Supplementary to Existing Rules)

- Do not exchange social media accounts or phone numbers with boarding students, or contact them privately for personal matters outside working hours.
- Corporal punishment, verbal abuse and sarcasm towards students are strictly prohibited.
- Do not turn a blind eye to dormitory conflicts, bullying and students' abnormal behaviours.
- Do not disclose students' personal information, well-being data or incident details to unauthorized personnel.

3. Alignment with the United Nations Convention on the Rights of the Child

This boarding safety policy and working guidelines fully comply with the core principles and provisions of the United Nations Convention on the Rights of the Child (UNCRC), which applies to all minors under the age of 18. Details are as follows:

3.1 Compliance with the Four Fundamental Principles of the Convention

Principle of Non-Discrimination (Article 2)

This policy stipulates that all boarding students shall receive equal safety protection regardless of nationality, race, gender, religion, disability or personal identity. Targeted support mechanisms are established for vulnerable students to eliminate differential treatment and discrimination in boarding management.

Principle of the Best Interests of the Child (Article 3)

All boarding management systems, daily operations and incident handling prioritize students' personal safety, mental health and overall interests. The 24-hour protection mechanism, emergency response procedures and follow-up support measures are all designed to fully safeguard the rights and interests of boarding students. Dormitory facilities and staffing arrangements also meet the safety and service standards specified in the Convention.

Right to Life, Survival and Development (Article 6)

Round-the-clock duty, regular patrols and facility inspections guarantee students' right to personal safety and survival. Meanwhile, emotional counselling, conflict mediation, anti-bullying initiatives and online safety guidance protect students' mental health and support their physical, mental and social development.

Principle of Respect for the Views of the Child (Article 12)

Boarding staff are required to listen patiently to students' requests and disclosures. Students' feelings and opinions are fully considered during incident handling and daily management. The school has set up accessible appeal and assistance channels to ensure students can freely express their views and report concerns.

3.2 Compliance with Core Protection Provisions of the Convention

Right to Protection from Abuse, Neglect and Violence (Article 19)

This policy comprehensively prevents physical harm, emotional abuse, sexual abuse, neglect, school bullying, cyber violence and other harmful behaviours in boarding environments. Complete reporting, investigation and handling procedures for all forms of maltreatment are formulated, fulfilling the institution's legal obligation to protect children from all acts of violence.

Right to Privacy (Article 16)

Students' dormitory privacy and personal information are strictly protected. Surveillance devices are only installed in public areas. Students' personal data, health files and incident records are kept confidential, and information sharing is subject to strict control to prevent privacy infringement.

Right to Access Information and Safe Use of Media (Article 17)

Combined with the school's online safety policy, boarding-specific provisions guide students to use the internet and electronic devices properly, block harmful online content and prevent online harassment. While enforcing safety management, the policy protects students' legitimate right to access wholesome information.

Special Protection for Vulnerable Children (Article 20)

Additional care, observation and protective measures shall be implemented for newly enrolled international students and students with mental health issues or special needs, to provide targeted support for vulnerable minors.

4. Incident Reporting Policy for Boarding Students

4.1 Tiered Handling Procedures for Routine Incidents

Level 1 Boarding Teachers

Boarding teachers act as the first responders to incidents and conduct initial guidance and handling. Close the case if no further assistance is required. If the incident is beyond the scope of Level 1 handling, initiate the assistance process:

Send an email to boarding leadership and house parents, describing the time, location, incident details and initial handling results clearly and objectively.

Level 2 House Parents / Boarding Coordinator BILL

Upon receiving a Level 1 assistance request, house parents or Boarding Principal BILL will take charge:

Intervene immediately, clarify the facts with the student and provide necessary support.

Reply to the relevant email and update the progress and initial results of the incident.

Forward incident details by email to the student's homeroom teacher and divisional leadership.

Initiate Level 3 handling if further assistance is needed.

Level 3 Tim / Wendy

Upon receiving a Level 2 assistance request, Tim or Wendy will take charge:

Review the full incident details via email.

Notify all relevant parties of the final handling results by email to close the case.

4.2 Handling Procedures for Emergencies

The following procedures shall be strictly followed in the event of a major emergency:

Immediate Response & Reporting: Submit a report via WeChat, phone or email without delay. Adhere to the principle of *"Prioritize safety and companionship"*, describe the incident clearly, liaise with students' parents and provide timely updates.

Activate Emergency Plan: Immediately launch the school's emergency response plan and carry out professional disposal work.

Information Feedback: Collect relevant information and provide updates to parents in a timely manner.

Forward incident details and handling progress by email to boarding leadership and divisional leadership.

Confidentiality Rules for Boarding Incident Records

All incident logs and referral forms are confidential documents. Boarding staff are prohibited from taking screenshots, forwarding documents or disclosing relevant content to unauthorized teachers or students.

Access to students' child protection files by students or parents is not permitted without approval from the School Principal.

5. Policy on PASS Wellbeing Data Sharing & Boarding Online Log Management (Effective September 2026)

5.1 Policy Background & Effective Date

International school will share PASS data of students (regarding their wellbeing) with the boarding team starting September 2026.

Purpose of Use: To help boarding staff fully understand students' wellbeing status, deliver targeted daily care, conduct risk early warning and implement safety interventions. The data shall not be used for any other purposes.

Transmission Channels: Data shall only be transmitted through the school's internal encrypted platform.

Transfer via social software, personal email, USB flash drives or other private channels is prohibited.

5.2 Data Security Management Requirements

PASS data is classified as sensitive personal student information. Boarding staff are not allowed to take screenshots, download, print or forward data without authorization.

Discussing students' PASS assessment results in public areas such as dormitory corridors and student gathering places is forbidden to protect student privacy.

If PASS data identifies a student as a high-risk vulnerable individual, boarding staff shall strengthen 24-hour observation and report potential risks to the Deputy Child Safeguarding Lead promptly.

Retain data within the valid period in compliance with data protection laws. Clear redundant data regularly and destroy obsolete data securely.

5.3 Rules for Online Logging of Boarding Students' Wellbeing Incidents (Permanent Implementation)

5.3.1 Logging Platform & Mandatory Content

All boarding staff shall log in with their official staff accounts to submit records on the school's designated wellbeing online platform.

Mandatory Content: Student name, dormitory information, date, time and recorder's name; incident type (emotional abnormality, interpersonal conflict, bullying, physical discomfort, online safety issues, behavioural changes, disclosures of harm and other wellbeing-related issues); objective incident description (no subjective speculation or emotional comments); on-site handling measures and follow-up plans. Mark corresponding risk items if the incident is associated with existing PASS assessment results.

5.3.2 Logging Time Requirements

Emergencies: Complete online logging within 15 minutes after discovery.

Routine Records: Summarize and submit logs for minor emotional fluctuations and daily observations before the end of each shift.

Omission, delay or falsification of logs is strictly prohibited. All logs shall be permanently retained as part of

students' safety files.

6. Policy Review & Training Requirements

This supplementary boarding policy follows the review cycle of the school's core Child Safeguarding Policy. The next full review will be conducted in May 2025. A special review of the PASS data sharing and online logging provisions will be carried out six months after implementation (March 2027).

All boarding staff must complete the school's mandatory online child safeguarding training and dedicated boarding safety training, and attend refresher courses every semester.

All boarding staff shall sign an Acknowledgement Form to confirm full understanding and strict compliance with all clauses of this policy.