



Safeguarding Policy and Procedures

Name of organisation: Link Chinese Academy

1. Introduction

Link Chinese Academy makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Link Chinese Academy comes into contact with children through the following activities: Mandarin Classes for children

This policy seeks to ensure that Link Chinese Academy undertakes its responsibilities with regard to protection of children and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children wherever possible. In contrast, child protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm.

Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse

	<ul style="list-style-type: none"> • Bullying • Neglect • Financial (or material) abuse <p>Definition of a child</p> <p>A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p>
<p>3. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p>
<p>4. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory • Data protection (how records are stored and access to those records) • Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose • Staff induction • Staff training <p>Safe recruitment</p> <p>Link Chinese Academy ensures safe recruitment through the following processes:</p> <ul style="list-style-type: none"> • Providing the following safeguarding statement in recruitment adverts or application details – ‘recruitment is done in line with safe recruitment practices.’ • Job or role descriptions for all roles involving contact with children and / or vulnerable adults will

contain reference to safeguarding responsibilities.

- There are person specifications for roles which contain a statement on core competency with regard to child protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification

- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.

Service delivery contracting and sub contracting

- There will be systematic checking of safeguarding arrangements of partner organisations
- Safeguarding will be a fixed agenda item on any partnership reporting meetings.
- Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures'

5. Communications training and support for staff

Link Chinese Academy commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Inform the Designated Safeguarding Lead (Zhu Yang – Principal)

Communications and discussion of safeguarding issues

- Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:
 - Team meetings
 - One to one meetings (formal or informal),

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.

	<ul style="list-style-type: none"> • Staff who have initiated protection concerns will be contacted by Inform the Designated Safeguarding Lead within 1 week.
<p>6. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Link Chinese Academy</p> <p style="text-align: center;">Immediately record your concerns</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Inform the Designated Safeguarding Lead</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Report to the relevant authority if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Record decision making and action taken in the child’s safeguarding/child protection file.</p>
<p>7. Allegations Management</p>	<p>Link Chinese Academy recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Any member of staff (paid or unpaid) from Link Chinese Academy is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.</p> <p>Second step- contact local authority for advice.</p> <p>Third step – follow the advice provided</p>

8. Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

9. Managing information	<p>Information will be gathered, recorded and stored in accordance with the following policies Data Protection Policy, Confidentiality Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
10. Reviewing the policy	<p>This policy will be reviewed by Company Director, every year and when there are changes in legislation.</p>