# Safeguarding Policy and Procedures Link Chinese Academy (Revised 2026)

- **Name of organisation**: Link Chinese Academy
- **Policy Version**: Revised 2026
- **Designated Safeguarding Lead (DSL)**: Julia (Zhu) Yang (Principal)
- **Policy Purpose**: Revised to address inspection gaps in reporting workflows, standardise multi-borough safeguarding contact protocols, and ensure full staff awareness of escalation procedures beyond the DSL.

## 1. Introduction

- Link Chinese Academy is committed to building a safe, inclusive, and protective community for all children and young people accessing our services. The academy delivers children's Mandarin classes and holiday camp programmes, with regular direct contact with minors under the age of 18. We fully recognise and uphold every child's fundamental right to safety, protection, and wellbeing in all our educational and activity settings.
- This Safeguarding Policy formalises the academy's statutory and operational responsibilities for child protection and safeguarding. It serves as a mandatory operational framework for all paid and unpaid staff, volunteers, and partner personnel. The policy clarifies standardized safeguarding practices, structured concern-reporting workflows, and multi-level escalation paths to resolve previously identified inspection gaps in non-specific reporting procedures and inconsistent staff safeguarding knowledge.
- All safeguarding practices at Link Chinese Academy aim to prevent harm, respond promptly to welfare concerns, and continuously elevate safeguarding standards in line with local borough children's partnership requirements.

# 2. Core Definitions

## 2.1 Safeguarding vs Child Protection

- **Safeguarding**: Proactive, organisation-wide embedded practices designed to prevent harm and protect children from abuse, neglect, and unsafe situations across all academy activities.
- **Child Protection**: Reactive, targeted responses to specific identified risks, harm, or welfare concerns affecting individual children.

## 2.2 Forms of Abuse & Harm

- Abuse refers to intentional or negligent oppression, power exploitation, and injustice inflicted by personnel in authoritative roles, including active harm and failure to prevent foreseeable harm. Abuse is non-discriminatory across socio-economic status, gender, age, and cultural background. Key categories include:
- Physical abuse
- Sexual abuse
- Emotional/psychological abuse
- Bullying (in-person and contextual bullying in group activities)
- Neglect (failure to meet basic welfare, safety, and supervision needs)
- Financial/material abuse

## 2.3 Definition of a Child

- Consistent with the United Nations Convention on the Rights of the Child, a child is defined as any person under the age of 18 years.

# 3. Staff Safeguarding Responsibilities

- This revised policy clarifies universal and tiered responsibilities to eliminate fragmented staff safeguarding knowledge, a key gap identified during institutional inspection.
- **All Paid & Unpaid Staff / Volunteers**:
- Comply fully with all clauses of this Safeguarding Policy and affiliated institutional policies.
- Proactively identify, record, and escalate any child welfare or safety concerns following standardized reporting workflows.
- Act as positive role models for children and uphold safe, inclusive behavioural standards in all interactions.
- Participate in mandatory safeguarding induction and recurrent training to maintain up-to-date procedural knowledge.

- Engage in team and one-to-one safeguarding discussions to support continuous practice improvement.
- **Designated Safeguarding Lead (DSL – Julia (Zhu) Yang, Principal)**:
- Oversee full implementation, monitoring, and annual review of this policy.
- Receive, triage, and escalate all safeguarding concerns beyond frontline staff authority.
- Coordinate staff safeguarding training, rectification, and procedural updates.
- Liaise with multi-borough local authorities, safeguarding partnerships, and external agencies.
- Follow up with staff who raise safeguarding concerns within 1 working week to provide support and case updates.

# 4. Policy Implementation & Operational Procedures

- This safeguarding framework is embedded across all institutional operations via cross-aligned policies and standardized operational mechanisms, covering risk mitigation, recruitment, and partner management.

## 4.1 Affiliated Supporting Policies

- All safeguarding practices are aligned with the academy's core institutional policies:
- Health and Safety Policy (including lone working protocols and activity risk mitigation)
- Equal Opportunities Policy (eliminating discriminatory abuse and ensuring inclusive safeguarding practices)
- Data Protection Policy (standardised confidential record storage, access control, and retention rules for child safeguarding files)
- Limited Confidentiality Policy (clear staff guidance on mandatory safeguarding disclosure duties)
- Staff Induction & Mandatory Training Policy

## 4.2 Safe Recruitment Protocols

- The academy enforces rigorous safe recruitment practices for all roles involving child contact to prevent safeguarding risks:
- All recruitment adverts include explicit safe safeguarding recruitment statements.
- Role descriptions for child-facing roles clearly define safeguarding responsibilities.
- Person specifications include mandatory child protection and safeguarding core competency requirements.
- Shortlisting is conducted via formal application forms (CV-only submissions are not accepted).

- Interviews follow equal opportunity principles with role-specific safeguarding competency questions.
- Mandatory in-house DBS checks for all child-facing paid/unpaid staff; portable DBS checks from external employers are not accepted as valid.
- Strict compliance with ISA barred list regulations – no barred individuals may undertake child-facing work.

## 4.3 Partner & Subcontractor Safeguarding Governance

- Systematic pre-activity safeguarding arrangement verification for all partner organisations.
- Safeguarding performance is a fixed standing agenda item for all partnership review meetings.
- All partnership contracts and memorandums include explicit minimum safeguarding standards and non-compliance consequence procedures.
- Awareness of all affiliated safety, equality, and confidentiality policies.
- Full mastery of step-by-step safeguarding reporting and escalation workflows (beyond basic DSL notification).
- Clear recognition of DSL role and multi-borough external agency contact protocols.

## 4.4 Personal Mobile Phones and Images

During weekly classes and camps, staff must not use personal mobile phones for personal purposes. The DSL or manager may designate one staff member to use their personal phone for essential LCA communications with parents/carers, including late arrivals and early collections, and for authorised photographs or videos.

Before taking or sharing identifiable photographs or videos, staff must check that recorded parental/carer permission covers both taking the image and sharing it in the relevant LCA class or camp WhatsApp parent group. Parents/carers must be informed that group members can see one another's phone numbers and may save or forward shared images. Images may only be shared in the relevant group. Staff must delete personal copies from their phone and personal cloud storage immediately after sharing and must not retain or use images for personal purposes.

## 4.5 Supervision of Children

Children must be appropriately supervised at all times while in the care of Link Chinese Academy. Staff must not leave children unattended. Supervision arrangements must take account of children's ages and needs, the activity and the

setting. Before leaving an area, a staff member must ensure that appropriate supervision is maintained.

## 5.2 Ongoing Safeguarding Communication

- Regular institutional communication ensures consistent safeguarding practice across all teams:
- Team meeting safeguarding practice reviews and case sharing.
- Formal/informal one-to-one supervisory check-ins on safeguarding compliance.
- Display of standardized safeguarding reporting posters in all staff working areas (rectification measure per inspection guidance).

## 5.3 Staff Welfare & Post-Event Support

- Safeguarding concern handling may cause staff stress; targeted support mechanisms are in place:
- Mandatory debriefing sessions for staff involved in safeguarding case handling.
- Access to professional counselling support for staff affected by high-risk safeguarding cases.
- DSL follow-up contact within 1 week for all staff who raise formal safeguarding concerns.

# 6. Standardised Safeguarding Concern Reporting Workflow (Revised & Specific)

- This section fully addresses inspection gaps by defining **clear, tiered escalation paths** for all safeguarding concerns, applicable to all staff (beyond DSL-only awareness).
- **Step 1: Immediate Recording** All staff must record all observed or reported child safety/ welfare concerns in writing immediately, including incident time, location, involved parties, and factual details (no subjective speculation).
- **Step 2: Internal Escalation to DSL** Submit all recorded concerns to the Designated Safeguarding Lead (Julia (Zhu) Yang) without delay for internal triage and preliminary assessment.
- **Step 3: External Authority Escalation (Case-Driven)** Based on DSL's professional assessment, escalate eligible concerns to the corresponding local authority multi-agency safeguarding hub or designated officer (refer to Section 9 for multi-borough contact details).

- **Step 4: Formal Case Recording & Archiving** Document all decision-making processes, intervention actions, and follow-up outcomes in the child's dedicated safeguarding/child protection file for long-term monitoring and inspection review.

# 7. Staff Allegation Management Procedures

- The academy has formalised procedures to handle safeguarding allegations against all paid/unpaid staff and internal personnel, complying with local authority regulatory requirements:
- **Step 1: Immediate Internal Reporting** Any staff member who identifies safeguarding violations or risks from internal personnel must report the concern to their line manager or safeguarding lead immediately.
- **Step 2: Local Authority Consultation** The DSL will initiate formal consultation with the corresponding borough's Local Authority Designated Officer (LADO) to obtain official guidance.
- **Step 3: Compliance Implementation** Fully implement investigation, suspension, or remedial actions in strict accordance with local authority official advice.

# 8. Policy Monitoring, Review & Rectification Mechanism

- To sustain long-term safeguarding compliance and resolve inspection non-conformities, the academy implements regular institutional monitoring:

## 8.1 Core Monitoring Items

- Full compliance verification of safe recruitment practices and DBS check completion.
- New staff reference verification and supervisory session record retention.
- Staff safeguarding training registration, completion, and renewal records.
- Timeliness and effectiveness of safeguarding concern reporting and actioning.
- Timely policy updates to align with local borough safeguarding iteration requirements.
- On-duty availability and performance oversight of the designated safeguarding lead.

## 8.2 Inspection Follow-Up Rules (Institutional Compliance)

- The academy will receive a mandatory follow-up safeguarding inspection within 12 months due to the previously identified procedural gaps.
- Full compliance of all safeguarding modules in the next inspection will qualify the academy for a 4-year standard inspection cycle.
- The draft official inspection report will be issued within 18 working days of on-site inspection; the academy has 5 working days to submit feedback and corrections before final report issuance.
- Revised safeguarding policies do not require proactive submission for pre-approval; adjustments will be verified during the next routine inspection.

# 9. Multi-Borough Official Safeguarding Contacts (Updated & Standardised)

- **Universal Emergency Rule**: Call 999 immediately if a child is in imminent danger or at risk of serious harm.

## 9.1 Islington

- Children's Social Care Contact Team (CSCT) – child welfare concerns and referrals: 020 7527 7400; csctreferrals@islington.gov.uk.
- Out-of-hours emergency social work service: 020 7226 0992. If a child is in immediate danger, call 999.
- LADO – allegations about staff or volunteers: submit the online LADO referral form. For advice, email LADO@islington.gov.uk. The current official page does not list a direct LADO telephone number.

## 9.2 Kingston

- Single Point of Access (SPA) – child welfare concerns: 020 8547 5008, Monday to Thursday 8:00am–5:15pm and Friday 8:00am–5:00pm. The professional SPA referral form is available online.
- Out-of-hours Duty Social Worker: 020 8770 5000. If a child is in immediate danger, call 999.
- LADO – allegations about staff or volunteers: submit the online LADO referral form. For consultation before submitting, call 07774 332675.

## 9.3 Greenwich

- Multi-Agency Safeguarding Hub (MASH) – child welfare concerns: 020 8921 3172; mash-referrals@royalgreenwich.gov.uk. Use the Inter-Agency Referral Form for referrals.
- Emergency Duty Team (out of hours): 020 8854 8888. If a child is in immediate danger, call 999.
- LADO – allegations about staff or volunteers: 020 8921 3930; childrens-LADO@royalgreenwich.gov.uk.

## 9.4 Hammersmith & Fulham

- Initial Consultation and Advice Team (ICAT) – child welfare concerns: 020 8753 6600; familyservices@lbhf.gov.uk. For anonymous consultations or advice, call 020 8753 6610. Submit referrals using the online referral form.
- Out-of-hours service: 020 8748 8588. If a child is in immediate danger, call 999.
- LADO – allegations about staff or volunteers: email LADO@lbhf.gov.uk (monitored Monday to Friday, 9:00am–5:00pm). The current official safeguarding page does not list a direct LADO telephone number.

## 9.5 Wandsworth (Clapham)

- Multi-Agency Safeguarding Hub (MASH) – submit child welfare referrals using the online professional referral form. For telephone support, call 020 8871 6622 during office hours. For out-of-hours concerns, call 020 8871 6000. If a child is in immediate danger, call 999.
- LADO – allegations about staff or volunteers: submit the online LADO contact form. Do not use telephone or email for an initial LADO referral. The service aims to respond within 48 business hours. If no response is received within that time, contact eysafeguarding@wandsworth.gov.uk for follow-up support.

## 9.6 National Prevent Duty Contact

- Crimestoppers: 0800 555 111

# 10. Rectification & Continuous Improvement Measures (Post-Inspection)

- In response to the 2026 institutional inspection feedback, the academy adopts three official approved rectification methods to sustain safeguarding compliance:
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- Policy Revision: Continuously refine reporting workflow details and multi-borough liaison clauses in this policy.
- On-Site Publicity: Post standardized safeguarding reporting procedure posters in all staff working areas.
- Targeted Training: Arrange regular local-authority-aligned safeguarding training via the Islington Safeguarding Children Partnership (ISCP) free official resources and templates.
- **Ancillary Rectification Update**: The academy has completed the booking of renewed pediatric first aid training for relevant staff to resolve expired certification non-compliance.