



BES Child Protection Policy 北京市朝阳区致知学校儿童保护政策

Rationale

理由

An effective whole-school child safety and protection policy provides clear direction to staff and others about prevention of illness, prevention and treatment of sickness, the physical safety of children as also the expected behavior when dealing with child protection issues. An effective policy also makes explicit the school's commitment to developing good practice and sound procedures. This ensures that child protection concerns, referrals, and monitoring may be handled sensitively, professionally, and in ways that support the child's needs.

有效的全校儿童安全和保护政策为工作人员和其他人提供了明确的指导，包括预防疾病，预防和治疗疾病，儿童的人身安全以及处理儿童保护问题时的期望行为。有效的政策还明确了学校对发展最佳实践和健全程序的承诺。这确保了可以敏感地、专业地处理儿童保护问题，转介和监测，从而支持儿童的需求。

Beijing Enlighten School is committed to establishing and maintaining a safe and secure environment for all students; hence the school will:

北京市朝阳区致知学校致力于为所有学生建立和维护一个安全可靠的环境；因此学校将：

- Encourage children to talk and ensure that they are listened to, whilst remembering that unconditional confidentiality cannot be promised (it may be necessary to seek help from others for the child);
鼓励孩子说话，确保他们被倾听，同时记住不能承诺无条件保密（可能有必要为孩子寻求他人的帮助）；
- Ensure children know that there are adults in the school who they can approach if they are worried;
确保孩子们知道如果他们有担心，学校里有成年人可以为他们提供帮助；
- Include opportunities throughout the curriculum, including ICT (e.g. online safety) and PE (health education), for children to develop the skills they need to recognize and stay safe from abuse (including online abuse).



通过课程设置，包括 ICT（例如：在线安全）和 PE（健康教育）获得学习机会，让儿童发展他们识别和免受虐待（包括在线虐待）所需的技能。

- Ensure that all children are protected against all forms of negligence/exploitation, physical and psychological abuse
确保所有儿童都受到保护，免遭一切形式的疏忽/不当利用、身体和心理虐待。

Aims

目标

This policy applies to all staff, governors, and volunteers working in the school. The policy has five main elements:

此政策适用于在学校工作的所有员工，董事会成员和志愿者。该政策有五个主要要素。

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children (police checks, reference and background check);
- 确保我们的招聘工作流程，重视审查员工和志愿者是否适合与儿童一起工作（包括无犯罪记录证明、背景调查）；
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
提高对儿童保护问题的认识，并为儿童提供确保其安全所需的技能；
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
制定并实施识别和报告虐待案件或疑似案件的程序；
- Supporting students who have been abused, in accordance with their agreed child protection plan;
根据他们商定的儿童保护计划，支持遭受虐待的学生；
- Establishing a safe environment in which children can learn and develop
建立一个安全的环境，让孩子们可以学习和发展；



Policy Statement

政策声明

Definitions:

定义：

Child abuse

虐待儿童

Refers to physical abuse, corporal punishment, emotional abuse, sexual abuse and also includes bullying, exploitation, and neglect.

指身体虐待，体罚，情感虐待，性虐待，还包括欺凌，剥削和忽视。

Physical Abuse

身体虐待

Is the deliberate physical injury to a student or the intentional neglectful failure to prevent physical injury or suffering. This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child. (refer to appendix 1 for possible signs of physical abuse)

是故意对学生进行身体伤害或故意忽视未能防止身体伤害或痛苦。这可能涉及打、摇晃、投掷、中毒、烧伤或烫伤、溺水、窒息或以其他方式对儿童造成身体伤害。当父母或照顾者捏造儿童的症状或故意诱发儿童疾病时，也可能造成身体伤害。（有关身体虐待的可能迹象，请参阅附录 1）

Corporal Punishment

体罚

A physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline and is considered as Physical Abuse.

教师或任何当权的成年人（如监护人）作为一种纪律形式而对儿童施加的体罚，被视为身体虐待。



Emotional Abuse

情感虐待

It is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects to the child's emotional development. It may involve conveying to children they are worthless, unloved, and inadequate or valued only in so far as they meet the needs of another person. It may cause the child to feel frightened, in danger, or to be exploited or corrupted. (refer to appendix 2 for possible signs of emotional abuse)

这是对儿童的持续性情感虐待，以致对儿童的情绪发展造成严重和持续的不利影响。它可能涉及向儿童传达他们毫无价值，不被爱，不够好或只有在满足另一个人的需求时才有价值。它可能让孩子感到害怕，处于危险之中，或被利用或伤害（有关精神虐待的可能迹象，请参阅附录 2）

Sexual Abuse

性虐待

Involves but is not limited to forcing or enticing a child to take part in sexual activities, whether they are aware of what is happening. It may involve physical contact, penetrative or non-penetrative acts, and also includes children in looking at, or in the production of, sexual online images, watching sexual images, or encouraging children to behave in sexually inappropriate ways. (refer to appendix 3 for possible signs of sexual abuse)

涉及但不限于强迫或引诱儿童参加性活动，无论他们是否知道正在发生的事情。它可能涉及身体接触、插入性或非插入性行为，还包括儿童观看或制作色情在线图像、观看性图像或鼓励儿童不适当的性行为。（有关性虐待的可能迹象，请参阅附录 3）

Neglect

忽视

This is the persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment to their health and development. May involve a parent or carer failing to provide adequate food, shelter, clothing or a failure to protect from physical and emotional harm or danger, or allow access to medical care or treatment, provide education and regular school attendance and maintain personal hygiene. It may also include the neglect of, or



unresponsiveness to, a child's basic emotional needs. (refer to appendix 4 for possible signs of neglect)

这是指持续未能满足儿童的基本身体和/或心理需求，这可能导致其健康和发育受到严重损害。可能涉及父母或照顾者未能提供足够的食物，住所，衣服或未能保护免受身心伤害或危险，或未能获得医疗护理或治疗，提供教育和定期上学并保持个人卫生。它还可能包括疏忽或对儿童的基本情感需求的迟钝反应。（请参阅附录 4，了解可能的疏忽迹象）

Data Confidentiality

数据保密

Case reports and student data are strictly confidential. The identities of the student subject to alleged abuse or neglect, the alleged perpetrator, and the person reporting the case must be kept confidential and will only be shared with authorized individuals/authorities.

病例报告和学生数据信息将严格保密。报告被虐待或忽视的学生，被指控的肇事者和报告案件的人的身份必须保密，并且只会与授权的个人/机构共享。

Roles and Responsibilities

角色和职责

Staff in this school is well placed to observe possible signs of abuse in children. It is neither the role nor responsibility of those working with children in the school to assess, diagnose or investigate whether a child is at risk of or suffering harm or abuse. It is the responsibility of all staff to be aware of the need to report any concerns about a child to the Safeguarding Lead (Mr Michael Cascianelli) as a matter of priority or to one of the Designated Members of Staff (SLT Members).

学校的工作人员能够很好地观察儿童可能遭受虐待的迹象。在学校与儿童一起工作的人既没有任务也没有责任来评估、诊断或调查儿童是否面临伤害或虐待的风险或遭受伤害或虐待。所有工作人员都要知道且有责任有必要第一时间向儿童保护负责人（Michael Cascianelli 先生）或指定工作人员之一（高层管理团队成员）报告有关儿童的任何疑虑。

The Head of School and Principals will:

总校长和其他校长将：

- Comply with the provision of this policy



遵守本政策的规定

- Ensure that procedures to prevent situations that could lead to the abuse or neglect of students are in place and understood by all staff and leaders
确保防止可能导致虐待或忽视学生的情况处理流程制定，并得到所有员工和领导者的理解
- Ensure that there is priority emphasis within the school on the protection of the students and for taking immediate actions where there is concern of cases of student abuse or neglect.

确保学校内部优先强调保护学生，并在有学生虐待或忽视的担忧情况下立即采取行动

- Ensure that the students can safely report their concerns about abuse and/or neglect without fear of retribution or punishment
确保学生可以安全地报告他们对虐待和/或忽视的担忧，而不必担心受到报复或惩罚
- Ensure that the staff and others can safely report their concern about the potential exposure of any student to abuse and/or neglect
确保教职员工和其他人可以安全地报告他们对任何学生可能遭受虐待和/或忽视的担忧
- Ensure that all staff and administrators targeted for child protection training are fully attend and participate in all training sessions.
确保所有工作人员和管理人员参加针对儿童保护的所有培训课程
- All Staff have completed a Child Protection and Safeguarding Introduction training
所有员工都已完成儿童保护和安全防卫介绍培训

The SEN COORDINATOR (if in place) or the SLT will:

特殊教育需求协调员（如果到位）或 高级管理团队将：

- Ensure that the school has a child protection policy and procedures in place, and the policy is made available to Parents on request.
确保学校有适当的儿童保护政策和程序，并根据要求向家长提供该政策
- The school operates safe recruitment practices, including appropriate use of references and checks on new staff.
学校实行安全的招聘流程，包括对新员工进行背景调查



- There are procedures for dealing with allegations of abuse against members of staff.
有处理针对被指控有虐待行为的工作人员的程序
- Responsibility for dealing with child protection (the "Safeguarding Lead")
负责处理儿童保护 ("儿童保护指定负责人")
- The Principals and all other staff who work with children undertake appropriate training as part of their induction of the school's arrangements for child protection and their responsibilities.
校长和所有其他与儿童在一起的工作人员接受适当的培训，作为他们因承担学校儿童保护责任而必要的入职培训中的一部分。
- Policies and procedures are reviewed annually
每年审查政策和流程

Senior Leadership Team will ensure the following:

高级领导团队将确保做到如下：

- Make sure all staff know about the procedures relating to child protection.
确保所有员工都了解与儿童保护有关的流程。
- Ensure the supervision of students at all times while in school's care.
确保学生在校期间始终有监管。
- Ensure that all staff is clear about their responsibilities within the child protection procedures.
确保所有工作人员都清楚自己在儿童保护流程中的责任。
- Make sure that all staff knows that the designated teacher should be informed about any suspicions or allegations of abuse.
确保所有工作人员都知道任何涉嫌虐待的怀疑或指控应告知指定的教师。
- Attend relevant Child Protection training.
参加相关的儿童保护培训。
- Keep all records up to date.
所有记录保持及时最新。
- Advise staff in cases of uncertainly and give informed advice and guidance to new staff.
在不确定的情况下向员工提供建议，并为新员工提供明智的建议和指导
- Consider, in conjunction with the Head of School, at what point to involve parents/carers.



与校长一起讨论在什么时候让家长/监护者参与进来

- Contact and Liaise with other relevant agencies.

与其他相关机构联系并联络

- Be supportive to those members of staff to whom students have made disclosures.

支持学生向其披露信息的教职员工

- Be active in supporting the Child Protection Plan.

积极支持儿童保护计划。

The Role of All Staff

全体员工的角色

- Report all suspected cases of abuse and/or neglect inside and outside the school upon immediate discovery

立即报告学校内外所有疑似虐待和/或忽视案件

- All staff will be alert to signs of abuse and will act upon any concerns or suspicions. Observations/comments should be recorded (e.g. write a brief note in your laptop) and immediately communicated to the SLT or Safeguarding Lead (Mr Michael Cascianelli)

所有员工都将对虐待迹象保持警惕，并将对任何疑虑或怀疑采取行动。观察/评论应该被记录下来（例如，在你的笔记本电脑上写一个简短的笔记），并立即传达给高级管理团队或保护负责人（Michael Cascianelli 先生）

- Supervise students at all times while in school care.

学生在学校期间，将得到全程监管

- All staff, including the SENCO and SLT, will attend and participate in child protection training.

所有工作人员，包括特殊教育需求协调员和高级管理团队，都将参加儿童保护培训。

- All staff will respect confidentiality and share information on a need-to-know basis.

所有员工都将尊重保密原则，并在必要时了解相关信息。

- All staff will understand this policy to address suspected or alleged student abuse or Neglect cases.

所有员工都将了解此政策，以解决涉嫌或被指控的虐待或忽视学生的案件。



Parents/Legal Guardians will:

父母/法定监护人将：

- Cooperate with the school administration and staff to answer all queries related to the student's behavior and respond to the school's feedback and guidance
配合学校管理人员及员工解答与学生行为有关的所有疑问，并回应学校的反馈和指导
- Attend all scheduled meetings
参加所有已安排的会议
- Communicate any concern or observed changes in their child's behavior to the school authorities.
将孩子行为的任何担心或观察到的变化传达给学校。

Key procedures to follow if abuse is suspected or observed:

怀疑或观察到虐待行为时应遵循的关键流程：

Staff in charge of children or young people should know what to do if they suspect that someone is physically or sexually abused or if someone tells them that this is happening. The following key points give a guide on what to do and what not to do:

负责儿童或青少年的工作人员应该知道，如果他们怀疑有人受到身体或性虐待，或者有人告诉他们这种情况正在发生，该怎么办。以下关键点提供了有关该做什么和不该做什么的指南：

- **Always stop and listen** straight away to someone who wants to tell you about incidents or suspicions of abuse.
立即停下来并倾听想要告诉您有关虐待事件或怀疑。
- **Write brief notes** of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough and even if you wrote on the back of something else (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterward). If you don't have



the means to write at the time, make notes of what was said or observed as soon as possible afterward.

在他们说话时写下他们告诉你的简短笔记（如果你必须确切地记住所说的话，这些笔记以后可能会有所帮助），并保持你的原始笔记，即使你写在其他东西的背面（这是你当时写的东西，以后可能很重要 - 而不是你后来写的更整洁和改进的版本）。如果你当时没有办法记笔记，请之后尽快记下所说的话或观察到的事情。

- **Never make a promise** that you will keep what is said confidential or secret – if you are told about abuse, you have a responsibility to tell the right people to get something done about it. If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell the people who absolutely have to know.

永远不要承诺你会对别人所说的话保密-如果你被告知有虐待，你有责任告诉合适的人来做一些事情。如果被问到原因，请解释一下，你需要告诉那些可以解决它的人，但你只会告诉那些绝对必须知道的人。

- **Do not ask leading questions** that might give your own ideas of what might have happened (e.g., “did he do X to you?”) – just ask “what do you want to tell me?” or “is there anything else you want to say?”.

不要问引导性的问题，这些问题可能会让你自己对可能发生的事情产生想法（例如，“他对你做了X吗？”）——只要问“你想告诉我什么？”或者“你还有什么想说的吗？”。

- **Immediately tell the person** in charge of the group (unless they are themselves accused or suspected of abusing) – don’t tell other adults or young people what you have been told.

立即告诉相关负责人（除非他们自己被指控或涉嫌虐待），不要告诉其他成年人或年轻人你被告知的事情。

- **Discuss with the person** in charge whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you).

与负责人讨论是否需要采取任何措施来保护告诉您有关虐待行为的人（这可能需要与告诉您的人讨论）。

- **Never attempt to carry out an investigation** of suspected or alleged abuse by interviewing people etc. – Social Services and police staff are trained to do



this – you could cause more damage and spoil possible criminal proceedings. It is your duty to refer concerns on, not investigate.

切勿试图通过采访人员等来对涉嫌或被指控的虐待行为进行调查 - 社会服务和警察工作人员都接受过这方面的培训-一旦私自调查，您可能会造成更大的损害并破坏可能的刑事诉讼。您有责任将问题进行报告，而不是进行调查。

- **As soon as possible** (and certainly the same day), the person in charge should refer the matter to the SLT (helped by your notes). Follow their request about what to do next. They will set up any necessary investigations and advise you – that is their statutory job.

负责人应将**尽快**（当然是同一天）上报此事至高级管理团队（通过您的笔记帮忙）。按照他们的要求，了解下一步该做什么。他们将进行任何必要的调查并为您提供建议-这是他们的工作义务。

- **Never think abuse is impossible** in your organization or group or that an accusation against someone you know well and trust is bound to be wrong.
- **永远不要认为虐待在你的组织或团体中是不可能的，或者对你熟悉和信任的人的指控必然是错误的。**
- At times children and young adults (senior students) often disclose abuse to their peers. It should be ensured that students are aware of the Child Protection Policy.

有时，儿童和年轻人（高年级学生）经常向同龄人透露虐待行为。应确保学生了解儿童保护政策。

Important

重要

These points are no substitute for the proper selection and training of adults trusted to look after children and young people or for the organizations/groups having their own clear “child protection” procedures for their particular setting.

即使有这些要点，也不能代替甄选和培训照顾儿童和青少年的成年人的过程，也不能代替组织/团体根据其特定环境制定明确的“儿童保护”流程。



Appendices

附录

Appendix 1

附录 1

Possible signs of physical abuse

可能的身体虐待迹象

Bruising especially:

特别是瘀伤：

- Bruises on trunk
躯干上的瘀伤
- Bruises on the upper arm, shoulders, neck consistent with gripping
上臂、肩膀、颈部的瘀伤与抓握一致
- Fingertip bruising/finger marks.
指尖瘀伤/指痕。
- Burns and scalds especially:
烧伤和特别的烫伤：
- Cigarette burn
香烟灼伤
- Burns are caused by lengthy exposure to heat.
烧伤是由长时间暴露在高温下引起的。

Injuries or impressions:

受伤或受伤印记：

- Human bite marks 人为咬痕
- Fractures, particularly spiral fractures 骨折，尤其是脊柱骨折
- Swelling and lack of normal use of limbs 肿胀和无法正常使用肢体
- Any serious injury with no explanation or conflicting explanations/inconsistent accounts.
任何没有解释或相互矛盾的解释/不一致说法的严重伤害。



- Untreated injuries. 未经治疗的损伤。

Behavioral observations 行为观察

- Unusually fearful with adults 对成年人异常恐惧
- Unnaturally compliant to parents 不自然地顺从父母
- Refusal to discuss injuries/fear of medical help 拒绝讨论受伤/害怕医疗帮助
- Withdrawal from physical contact 避免身体接触
- Aggression toward others 对他人有攻击性
- Wears cover-up clothing 穿遮盖的衣服
- Neurotic behavior (such as rocking, hair-twisting, thumb sucking) 神经质行为 (如摇晃、扭头发、吮吸拇指)
- Self-mutilation 自残
- Fear of parents being contacted 害怕联系父母
- Extremes of passivity or aggression 极端的被动或攻击性
- Drug/solvent abuse 药物/溶剂滥用
- Running away 逃跑
- Compulsive stealing, scavenging 强迫性偷窃、拾荒

Appendix 2

附录 2

Possible signs of emotional abuse 情绪虐待的可能迹象

- Physical, mental, and emotional development lags 身体、心理和情感发育滞后
- Acceptance of punishment which appears excessive 接受明显过分的惩罚
- Over-reaction to mistakes 对错误反应过度
- Continual self-deprecation 持续自弃
- Sudden speech disorders 突发性言语障碍
- Fear of new situations 对新情况的恐惧
- Fear of making mistakes 害怕犯错误
- Inappropriate emotional responses to painful situations. 对痛苦情况的不适当的情绪反应
- Low self-esteem 低自尊



- Self-harm 自我伤害
- Neurotic behavior e.g. sulking, hair twisting, rocking 神经质行为，例如生闷气、扭头发、摇摆

Appendix 3

附录 3

Possible signs of sexual abuse 可能的性虐待迹象

- Unusual behavior which could be general or sexual 可能是一般或性方面的异常行为
- Physical indicators in the genital and anal areas 生殖器和肛门区域的身体信号
- Discomfort when walking or sitting 走路或坐着时不适

Appendix 4

附录 4

Possible indicators of neglect 可能的疏忽指示

Behavioral Observations 行为观察

- Constant hunger 持续的饥饿感
- Constant tiredness 持续疲倦
- Frequent lateness or non-attendance at school 经常迟到或不上学
- Destructive tendencies 破坏性倾向
- Low self-esteem 低自尊
- Neurotic behavior 神经质行为
- No social relationships 无社交
- Running away 逃跑
- Compulsive stealing or scavenging 强迫性偷窃或拾荒
- Multiple accidents and accidental injuries. 多起事故和意外伤害

Physical Observations 身体观察

- Poor personal hygiene 个人卫生差



- The poor state of clothing 不好的着装状态
- Emaciation, potbelly, short stature 消瘦、大腹、身材矮小
- Poor skin tone and hair tone 肤色和发色差
- Untreated medical problems 未经治疗的医疗问题

Consistency of Policy 政策的一致性

- This policy should be read alongside with other school policies 本政策应与学校其他政策一起阅读

Useful Contact Details:

有用的联系方式：

Safeguarding Lead: Mr Michael Cascianelli – Phone: 6437 6181 or 80699102 ext. 218

儿童保护负责人 Michael Cascianelli 先生，电话：6437 6181 or 80699102 分机 218

Policy Reviewed by Faculty on the 18th of February 2022

此政策于 2022 年 2 月 18 日由全体员工审核

Approved by SLT on the 7th of March 2022.

此政策于 2022 年 3 月 7 日由高级管理团队审核

The policy will come into effect and be implemented from March 15th, 2022. The school principals' committee reserves the rights for final explanation and future updates.

该政策自2022年3月15日开始生效并执行，学校校长委员会负责解释并有权更新。