

SAFEGUARDING PROCEDURES

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South West Child Protection Procedures: https://www.proceduresonline.com/swcpp/	
Bath & North East Somerset – BCSSP: https://bcssp.bathnes.gov.uk/professional-working-guidance-policies-procedures	
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PROCEDURES

The wellbeing and safety of all children that are enrolled with Bath Mandarin School is of the highest importance. This procedure ensures that suitable arrangements are in place to mitigate identified risks, and to support children who maybe or are at risk of harm. Where appropriate Bath Mandarin School will work with relevant outside agencies to ensure that its core aim of providing an inclusive environment where children learn and develop is achieved.

The Bath Mandarin School Safe Guarding Procedure is available to all employees, contractors, volunteers, and parents/guardians. This document is to be used as the procedure should a disclosure be made either by a child or another reporting person:

- Listen and accept the information that is being stated;
- Avoid displaying signs of shock, anger, or disbelief;
- In the case of a child provide reassurance that they are not at fault;
- When asking questions try to clarify what has been said. Do not ask leading questions or attempt to interrogate the person making the disclosure;
- When reporting, try to use the language and descriptions that were used and avoid making personal opinions;
- Explain to the child or reporting person that this information will be passed to the Designated Safeguarding Lead as they are responsible for Child Protection matters;
- Do not discuss any issues reported unless it is with relevant persons;
- All Child Protection issues whether suspected or actual are to be reported to the Designated Safeguarding Lead;
- All Safeguarding incidents reported will be stored in the Safeguarding Incident Log in chronological order.
- Where a report is made the Designated Safeguarding Lead will provide a written assessment and a documented outcome;
- The Designated Safeguarding Lead will complete an annual audit of the Safeguarding Incident Log along with a review of the Safeguarding procedures;

- Before children arrive for lessons relevant building checks will be made relating to both Fire and Health & Safety;
- On arrival parents must await the completion of the register and where possible late arrivals should be communicated in advance to the class teacher;
- No child should be permitted to exit the building unless they are supervised by an adult.
- Any changes relating to the collection of a child must be communicated in advance to the class teacher by the registered parent/guardian;
- During authorised breaks children will be supervised in the designated areas.

- Only authorised persons will be permitted entry to class rooms whilst the school is in progress.
- The Class Teacher will only permit pupils to be collected by named parents/guardians or to persons where permission has been given by the named parent/guardian.
- Upon completion of lessons building checks will be completed to ensure that no unaccompanied pupils are remaining on the premises.