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SiA

未成年人保护政策培训

(第一阶段)

Introduction of Child Protection
Policy · Level 1

B E T T E R

S E L F

B E T T E R

W O R L D



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WASC标准中，学校的未成年人保护要具备以下特征：

1. 要有规范的制度（Sendelta已有第一版）；
2. 要有系统的培训（今天是第一阶段培训）；
3. 通过培训，形成一种深入人心的**意识**和**学校文化**。

According to WASC Criteria, the Child Protection in schools should have:

1. Child Protection Policies (Sendelta does have Ver.1)
2. Training for staff, teachers and student.
3. Implementing a culture of care and vigilance related to the policies.



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今天的“未成年人保护培训”内容包括：

Today's Child Protection Training contents

- 一. 什么是针对未成年人的虐待?
- 二. 教职员工如何做?
- 三. 新哲书院未成年人保护的架构是什么?

Definitions and Forms of Abuse

The SIA Child Protection Code of Conduct of Staff

SIA CP's Organizational Framework



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一. 什么是针对未成年人的虐待？

Definitions and Forms of Abuse

施虐者：

- **来自于认识的人：**家庭、机构、学校、社区
- **来自于不认识的人：**比如来自于互联网。

Abusers

- Children may be abused in a family or in an institutional, education or community setting by those **known to them**
- more rarely, by others **unknown to them** (eg via the internet).



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虐待形式:

- 身体虐待
- 情感虐待
- 忽视 Neglect

- 性虐待
- 同学同辈之间的虐待
- “伪装” 行为

一. 什么是针对未成年人的虐待?

Definitions and Forms of Abuse

The forms of abuse

Physical Abuse

Emotional Abuse

Sexual Abuse

Peer on Peer Abuse

Grooming



身体虐待:

有人以非意外（故意或疏失）的方式造成儿童身体伤害。包括:

- 击打,
- 摇晃,
- 抛掷,
- 淹溺,
- 燃烧或烫伤,
- 下毒,
- 窒息,
- 其他对儿童造成身体伤害的方式,
- 通过别人实时伤害,
- 非接触式-如对身体实施压迫。

一. 什么是针对未成年人的虐待?

Definitions and Forms of Abuse

Physical abuse

involves someone inflicting physical injury on a child by other than accidental means. This could include cruel or inhumane actions regardless if they result in observable injury, or omissions of action resulting in injury of a child.

Physical abuse may involve:

- hitting
- shaking
- throwing
- drowning
- burning or scalding
- poisoning
- suffocating
- otherwise causing physical harm to a child
- fabricated or induced injury by proxy
- non-contact abuse – such as stress positions.



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情感虐待：

如对儿童的健康和情绪发展造成严重不利影响。**对儿童各类虐待都涉及某种程度的情感虐待**，但这种虐待也可能单独发生。包括：

- 完全拒绝或忽略儿童，
- 向儿童传达他们毫无价值或不被人疼爱，不重要，或只有当儿童满足他人的要求时才有价值，
- 使用有辱人格的语言或行为，
- 以冷漠的态度对待他们的努力，
- 取笑他们，
- 威胁他们或鼓励他们伤害自己，

(未完待续)

一. 什么是针对未成年人的虐待？

Definitions and Forms of Abuse

Emotional abuse

is the persistent emotional maltreatment of a child such as to cause severe adverse effects on the child's health and emotional development.

Some level of emotional abuse **is involved in all types of maltreatment of a child**, though it may also occur alone.

Emotional abuse may involve:

rejecting or ignoring a child completely

- conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- using degrading language or behaviors towards them
- responding to their attempts to interact with emotional detachment
- making fun of them
- threatening them or encouraging them to develop behaviors that are self-destructive (cont.)



一. 什么是针对未成年人的虐待？

Definitions and Forms of Abuse

情感虐待：

- 阻止儿童与其他儿童或成人互动交流,
- 欺凌, 包括网上欺凌
- 让儿童看到或听到他人受虐待, 导致他们经常感到害怕或危险, 包括家庭虐待或严重欺凌 (包括网上欺凌)
- 对儿童的剥削或腐败行为,
- 不断给儿童施加远高于他们所能承受的压力,
- 只批评, 少鼓励, 比如父母只质疑孩子的失败。

Emotional abuse (to be cont.)

- preventing the child from interacting socially with other children or adults
- experiences of bullying, including online bullying
- a child seeing or hearing the ill treatment of another causing them to feel frequently frightened or in danger, including domestic abuse, or serious bullying (including online bullying)
- the exploitation or corruption of children
- the constant pressure on children to achieve to a far higher level than they can attain
- high criticism and low warmth, shown at times in parent consultations where the parents only question the failures of the child.



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忽视：

持续未能满足儿童的基本身体和/或心理需要，可能导致儿童的健康或发育受到严重损害。涉及：

- 不能提供足够的食物、衣服 或住所（包括被排除在家庭之外或被遗弃）
- 不能提供适当的监护，例如让儿童长时间无人看管
- 不能保护儿童免受身体和情感伤害或危险
- 不能确保充分监护（包括不合格的护理人员）
- 不能确保获得适当的医疗或治疗
- 不能回应孩子的基本情感需求
- 等等

一. 什么是针对未成年人的虐待？

Definitions and Forms of Abuse

Neglect

is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer **failing to:**

- provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- provide appropriate supervision, such as leaving a child unsupervised at home for any extended period of time
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs, etc.



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性虐待：

强迫或引诱儿童参加性活动，不一定涉及高度暴力，无论儿童是否意识到。性虐待的肇事者可能是成年男子或妇女，或其他儿童（同侪虐待）。

这些活动可能涉及身体接触，包括：

- 出于健康卫生或照顾以外的任何故意直接或通过衣服触摸儿童的身体敏感部位。

一. 什么是针对未成年人的虐待？

Definitions and Forms of Abuse

Sexual abuse

involves someone forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Perpetrators of sexual abuse may be adult men or women, or other children (peer-on-peer abuse).

The activities may involve physical contact, including:

intentionally touching either directly or through clothing the genitals, anus, or breasts of a child for any purposes other than hygiene or childcare.



它也可能包括非接触式活动，例如：

- 旁观性行为
- 鼓励儿童不适当性行为
- 让儿童参与性图像的观看或制作
- 通过“伪装”行为准备对儿童实施虐待（包括通过 互联网）。

一. 什么是针对未成年人的虐待？

Definitions and Forms of Abuse

It may also include non-contact activities, such as:

- watching sexual activities
- encouraging children to behave in sexually inappropriate ways
- involving children in looking at, or in the production of, sexual images
- grooming a child in preparation for abuse (including via the internet).



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同学同辈之间的虐待：

包括网上欺凌、基于性别的暴力、性接触 / 攻击和等行为。

“伪装”行为

“伪装”行为是指有目的的与孩子，有时家庭建立情感联系，以降低孩子的对性虐待等问题的警惕性，为施害做准备。

一. 什么是针对未成年人的虐待？

Definitions and Forms of Abuse

Peer on Peer Abuse:

This is likely to include behaviors such as online bullying, gender-based violence, sexual touching/assaults and sexting.

Grooming

is befriending and establishing an emotional connection with a child, and sometimes the family, to lower the child's inhibitions with the objective of sexual abuse. Numerous offenders tend to 'groom' those around a child first, and build a high degree of trust with colleagues and peers. This can make it more difficult for a person to report suspicious behavior.



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二. 教职员如何做？

The SIA Child Protection Code of Conduct of Staff



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二. 教职员如何做?

The SIA Child Protection Code of Conduct of Staff

在未成年人保护问题上，员工要时刻考虑三件事：

1. 我自身什么样的行为是合适的?
2. 我要如何对伤害未成年人的情况做出判断?
3. 一旦发生情况，我应该怎样处理?

There are THREE things should be kept in mind by staff regarding Child Protection

1. Which kinds of conduct are proper for me?
2. How can I make judgement for the situations of Child Protection?
3. What should I do if something happens?



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我自身什么样的行为是合适的？

Which kinds of conduct are proper for me?

首先，指导原则：

1. 成年人**对自己的行为负责**。
2. 如果发现或怀疑虐待学生的情况或风险，及时向校长或儿童保护干事**CPO报告**（通常不能超过24小时）。
3. 应根据《Sendelta治理与政策手册》、《员工手册》、《学生/家长手册》、《员工手册》和相关指导文件，**记录**任何此类事件以及商定的决策/进一步行动。
4. 员工应**熟悉**新哲国际书院《反欺凌政策》中概述的儿童保护**政策和程序**，并了解保护儿童的责任。
5. 了解学校政策中关于儿童面临重大伤害问题或风险时，**寻求外部权威机构**支持的流程。
6. 员工应意识到，违反法律和其他专业准则可能导致对他们采取**刑事或纪律处分**。

Firstly, Guiding Principles

1. Adults are responsible for their own actions and behavior and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
2. Employees should make a **disclosure** promptly to their Principal, over any incident which may give rise to concern about their own behavior/interaction.
3. **Records** should be made of any such incident and of decisions made/further actions agreed, in accordance with the Sendelta's Governance & Policy Manual, Staff Handbook, Student/Parent Hand book, Staff Handbook and the relevant guidance documents.
4. Employees should be **familiar with** the Child Protection **Policy** and procedures outlined in the Sendelta International Academy Shenzhen Anti-Bullying Policy and understand their responsibilities to safeguard and protect children.
5. The safeguarding and child protection policies and Anti-Bullying Policy outline the School's responsibilities and procedures for reporting to **external agencies** allegations of practices or behavior which have put (or may have put) children at risk of significant harm.
6. Employees should be aware that breaches of the law and other professional guidelines could result in **criminal or disciplinary action** being taken against them.



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我自身什么样的行为是合适的？

Which kinds of conduct are proper for me?

其次，应注意的**行为规范**：

1. 歧视

任何员工或学生不得因种族、肤色、国籍、家长、信仰、性别、年龄、性取向、体质或外貌而受到歧视、偏袒、骚扰或排斥。

Secondly, the Code of conduct to be aware of

1. Discrimination

No employee or student may be discriminated against, favored, harassed or ostracized as a result of race, skin color, nationality, parentage, creed, gender, age, sexual orientation, physical constitution or appearance. Any such behavior in the workplace or place of training is not tolerated by Sendelta



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2. 欺凌

- 与性无关的欺凌，一般表现为反复的心理或身体骚扰，意图伤害受害者。欺凌往往涉及权力的差异，因此员工必须特别注意同僚间的互动以及与学生互动。
- 所有经证实的此类行为都将导致纪律处分。

我自身什么样的行为是合适的？

Which kinds of conduct are proper for me?

2. Bullying

- Bullying, without a sexual element, can be described as repeated psychological or physical harassment with the intent to harm the victim. Bullying can often involve a difference in power and therefore employees must pay special attention to their own interactions as well as student interactions that could be construed as bullying;
- All validated cases of such behavior will lead to disciplinary action.



3. 性骚扰和/或虐待

- 性骚扰是对个人情操和个人隐私权的侵犯：
- 工作场所或培训场所的性骚扰是不能容忍的：
- 性骚扰可以是言语、手势和行动。这可能意味着：
 - 暗示别人的外表或发表意见：
 - 开与性有关的玩笑或给出相关评价；
 - 展示或呈现色情材料；
 - 向别人发出意图明确却令人反感的邀请；
 - 不必要的身体接触；
 - 在学校内外跟踪（包括网络上）：
 - 通过提供便利或以不利作为条件实施性侵犯、胁迫或强奸。

3. Sexual Harassment and / or Abuse

- Sexual harassment and/or abuse is strictly prohibited. No one's position or role gives them the right to abuse it by pursuing personal interests of a sexual, emotional or professional nature;
- Sexual harassment is an infringement of personal integrity and the individual's right to privacy;
- Sexual harassment in the workplace or place of training is not tolerated at Sendelta;
- Sexual harassment can take the form of words, gestures, and actions. This might mean:
 - insinuating and suggestive remarks about the appearance of a person;
 - sexist comments and jokes about sexual characteristics, sexual behavior and the sexuality of women and men;
 - showing or displaying pornographic material;
 - issuing unwanted invitations with unmistakable intent;
 - unwanted bodily contact;
 - stalking in or outside the school (including online);
 - attempting to get close in a way that involves promises of advantage or threat of disadvantage; sexual assault, coercion or rape.



4. 性行为

- 严禁员工与学生发生性行为：
- 与学校的学生（无论年龄大小）或任何18岁以下的年轻人进行性活动是违反规定的；
- 性活动可能涉及**身体接触**，但也可能包括**非接触性活动**，例如诱导学生参与性有关的在线讨论或观看、制作不适合的资料；
- 有时，成年人开始以一种被称为“伪装”的方式施害，目的是获得孩子的信任，并操纵关系，形成后果。所有员工都有责任始终向 CPO 报告问题。如果涉及**雇员**的问题，应向校长或董事报告。

4. Sexual Conduct

- Any sexual behavior by an employee with or towards a student is **strictly prohibited**;
- It is a violation for a member of faculty/staff and those contractually obligated to adhere to this policy to engage in sexual activity with a student at the school (regardless of age) or **any young person under 18 years of age**;
- Sexual activity can involve **physical contact**, including penetrative and non-penetrative acts, however, it can also include **non-contact activities**, such as causing students to engage in online discussions of a sexual nature or watch sexual activity or the production of pornographic material;
- There are occasions when adults embark on a course of behavior known as '**grooming**' where the purpose is to gain the trust of a child, and manipulate the relationship so sexual activity can take place. All employees will undertake the provided introductory training so that they are fully aware of those behaviors that may constitute 'grooming' and of their responsibility to always report concerns to CPO. If concerns pertain to an employee this should be reported to the Principal or Board Director;



5. 身体接触

很多情况下，教职员以专业身份与儿童身体接触是适当的，但很难界定每次身体接触是否都合适，因为同一种行为在两种环境下，结果不同。因此，员工应根据以下情况判断：

- 身体接触应该是在**在当时**适合其年龄和发展阶段的需要的，并且应尽快停止，
- 身体接触应在安全和开放的环境中进行，他人容易观察到并尽量用最短时间，
- 身体接触绝不应是秘密的，或为了满足成年人的需要，或是滥用权力，
- 如果员工相信或怀疑观察到的行为失当，应立即报告给其直接主管。

5. Physical Contact

There are occasions when it is entirely appropriate and proper for faculty/staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the student's individual needs. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one student, in one environment, may be inappropriate in another, or with a different student. Therefore, employees should use their professional judgment based on the following:

Physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age and stage of development;

- Physical contact should take place only when it is necessary in relation to a particular activity;
- Physical contact should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary;
- Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority;
- If an employee believes that action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately reported to their direct supervisor.



6. 身体干预/约束

在极端情况下，干预或约束对方的身体是必要的。然而，过程中必须非常小心，以免被视为不当行为。

成人可以合理干预，以防止儿童：

- 触犯法律的不当行为；
- 伤害自己或他人；
- 把自己置于危险之中。

成人应该：

- 始终设法化解局势，尽可能避免身体干预；
- 将他人从潜在伤害中摆脱出来；
- 干预时，只使用最小力和最短的时间。

我自身什么样的行为是合适的？

Which kinds of conduct are proper for me?

6. Physical Intervention / Physical Restraint

Physical intervention/restraint can be an appropriate measure/action in extreme situations. However, great care must be exercised in order that adults do not physically intervene in a manner that could be considered unlawful.

Adults may reasonably intervene to prevent a child from:

- committing a criminal offense;
- injuring themselves or others;
- putting themselves at risk.

Adults should:

- always seek to defuse situations and avoid the use of physical intervention wherever possible;
- remove others from potential harm, send for support;
- where physical intervention is necessary, only use minimum force and for the shortest time needed.



7. 与学生的交流（科技的使用）

- 应确保安全和负责任的**线上**行为，遵守学校的反欺凌政策。
- 在“真实”世界和在线互动中，都明确专业界限，保持传统的师生关系。
 - ✓ 除了是因为专业范畴内的工作需要，教职员工不应要求或回复学生任何有关个人的信息。
 - ✓ 教职员应确保沟通是公开透明的，避免任何可能被解释为“伪装”行为Grooming的沟通：
 - ✓ 教职员工不得在工作范围外，与学生有沟通/联系或回应等接触：
 - ✓ 教职员工不得透露学生个人信息，除非以工作为目的，并预先征得同意：
 - ✓ 教职员工只能使用学校批准的通信平台。

7. Communication with Students (the use of technology)

Faculty/staff should ensure that they establish safe and responsible online behaviors, adhering to the Sendelta International Academy Shenzhen Anti-Bullying Policy.

- Communication with students both in the ‘real’ world and interactions online should take place within explicit professional boundaries and maintain the standards of a traditional student-teacher relationship.
 - ✓ faculty/staff should not request or respond to any personal information from students other than which may be necessary for their professional role;
 - ✓ faculty/staff should ensure that their communications are open and transparent and avoid any communication which could be interpreted as ‘grooming behavior’;
 - ✓ faculty/staff should not seek to communicate/make contact or respond to contact with students outside of the purposes of their work;
 - ✓ faculty/staff should not give out their personal details unless pre-agreed for work purposes;
 - ✓ faculty/staff should only use communication platforms approved by the school.



8. 使用图像、视频和其他媒体

许多教育活动涉及记录图像。这些活动可用于展示、宣传、庆祝成就和提供活动证据记录。但应该：

- 遵守学校规定，
- 只在目的明确，且经过商定和商定后，才能保留照片，
- 将图像存储在学校指定的安全地方，然后从个人设备中删除，
- 避免在“一对一”的情况下制作图像。这意味着成年人不应该：
 - 拍摄学生的照片供其个人使用，
 - 显示或分发学生的图像，除非已获得家长的同意

8. Use of Images, Videos, and Other Media

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Whilst images are regularly used for very positive purposes adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. This means that adults should:

- adhere to the Sendelta rules on usage of electronic communication and information media,
- only retain images when there is a clear and agreed purpose for doing so,
- store images in an appropriately secure place defined by the school and then delete from any personal device,
- avoid making images in one to one situations. This means that adults should not: take images of students for their personal use,
 - display or distribute images of students unless they are sure that they have parental consent to do so,
 - take images of children which could be considered sexually suggestive, demeaning, or otherwise inappropriate in any way.



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9. 暴露在不适当的图像中

成年人应格外小心，确保儿童和青少年不会通过任何媒介接触不当或不雅图像。

这意味着员工应：

- 遵守学校关于电子通信和信息媒体使用的反欺凌政策，
- 只放映适合儿童年龄的电影或材料。如果存在关于电影或材料是否合适的问题，员工应寻求其直接主管的许可，
- 在任何情况下，任何成人使用的学校设置或设备都不得访问色情内容。不得将含有色情制品或与色情制品的个人设备带进或用于工作场所。

9. Exposure to Inappropriate Images

Adults should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

This means that employees should:

- abide by the Sendelta International Academy Shenzhen Anti-Bullying Policy on usage of electronic communication and information media,
- only show films or material that have ratings appropriate for the ages of the children intended to view (it is important to also consider the diverse nature of our school the varying values and belief systems represented in it. If there is a question about whether a film or material would be appropriate, employees should seek permission from their direct supervisor),
- under no circumstances should any adult-use school setting or equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the workplace.



10. 一对一 情况

与学生一对一工作的成年人，包括来自外部组织的来访成年人。

成年人应该：

- 确保打开门或有透明的窗子，
- 发现学生感到苦恼或愤怒的情况，及时报告，
- 涉及有学生在的情况，要考虑到各种需求和环境条件，
- 只有必须要有成人干预的情况下，才进入学生指定的浴室或更衣室（教职工与学生洗手间分开）。

10. One to One Situations

Adults working in one to one situations with students, including visiting adults from external organizations can be more vulnerable to allegations or complaints. To safeguard both children and adults, a risk assessment in relation to the specific nature and implications of one to one work should always be undertaken.

This means that adults should:

- ensure that wherever possible there is visual access via an open door or see-through window in one to one situations,
- always report any situation where a pupil becomes distressed or angry,
- consider the needs and circumstances of the student involved,
- only enter student designated bathrooms or locker rooms when adult intervention is considered necessary. (separated Staff/students washroom)



11. 运载学生

- 除非直接主管、学生及其家长/监护人同意，否则员工不应用交通工具接送学生。
- 应确保其行为安全，并确保运输安排和车辆符合所有法律要求。

12. 外出活动或教育访问活动

- (参照学校外出活动规定 Field Trip Policy)
- 教职员在教育访问不太正式的氛围中监督学生时应特别小心，确保他们的行为不被视为寻求建立不正当的关系。

13. 急救

- 所有与学生直接接触的教职员都有义务学习和更新急救知识。
- 学校的护士应在学年中提供急救课程。

11. Transporting Students

- Employees should not offer to transport students unless the need for this has been agreed by a direct supervisor, the student, and their parent/guardian.
- Employees should ensure that their behavior is safe and that the transport arrangements and the vehicle meet all legal requirements.

12. Field Trips & Educational Visits

- Faculty/staff responsible for organizing educational visits should be familiar with the Sendelta Field Trip Policy.
- Faculty/staff should take particular care when supervising students in the less formal atmosphere of an educational visit. Adults need to remain in a position of trust and need to ensure that their behavior cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

13. First Aid

- All faculty and staff with direct contact with students are obliged to maintain an up to date first aid qualification.
- Sendelta nurses will provide sufficient opportunities to fulfill this obligation by offering first aid courses throughout the school year.



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我要如何对伤害未成年人的情况做出判断？

How can I make Judgement for the situations of Child Protection?





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一旦发生情况，我应该怎样处理？

What should I do if something happens?

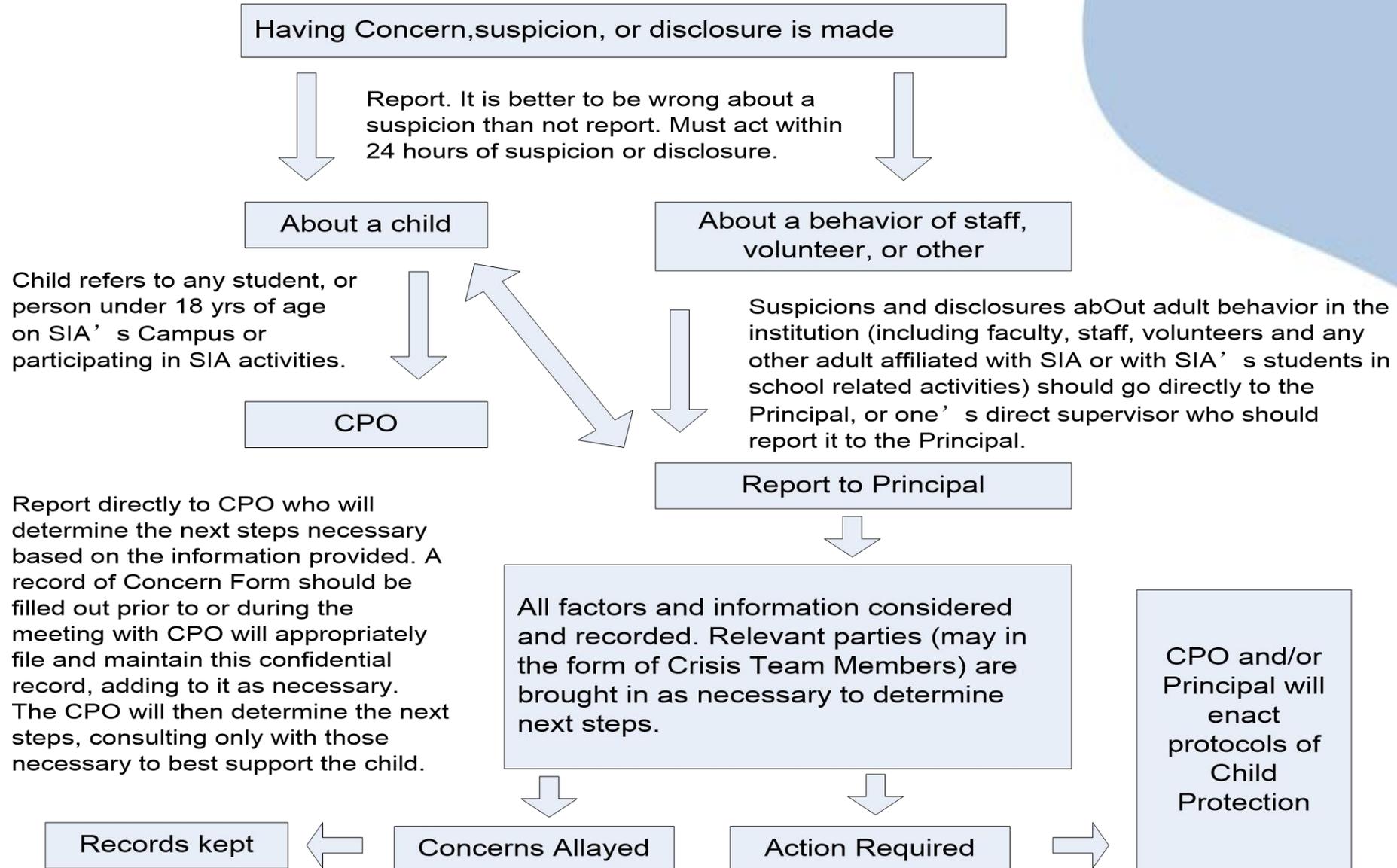


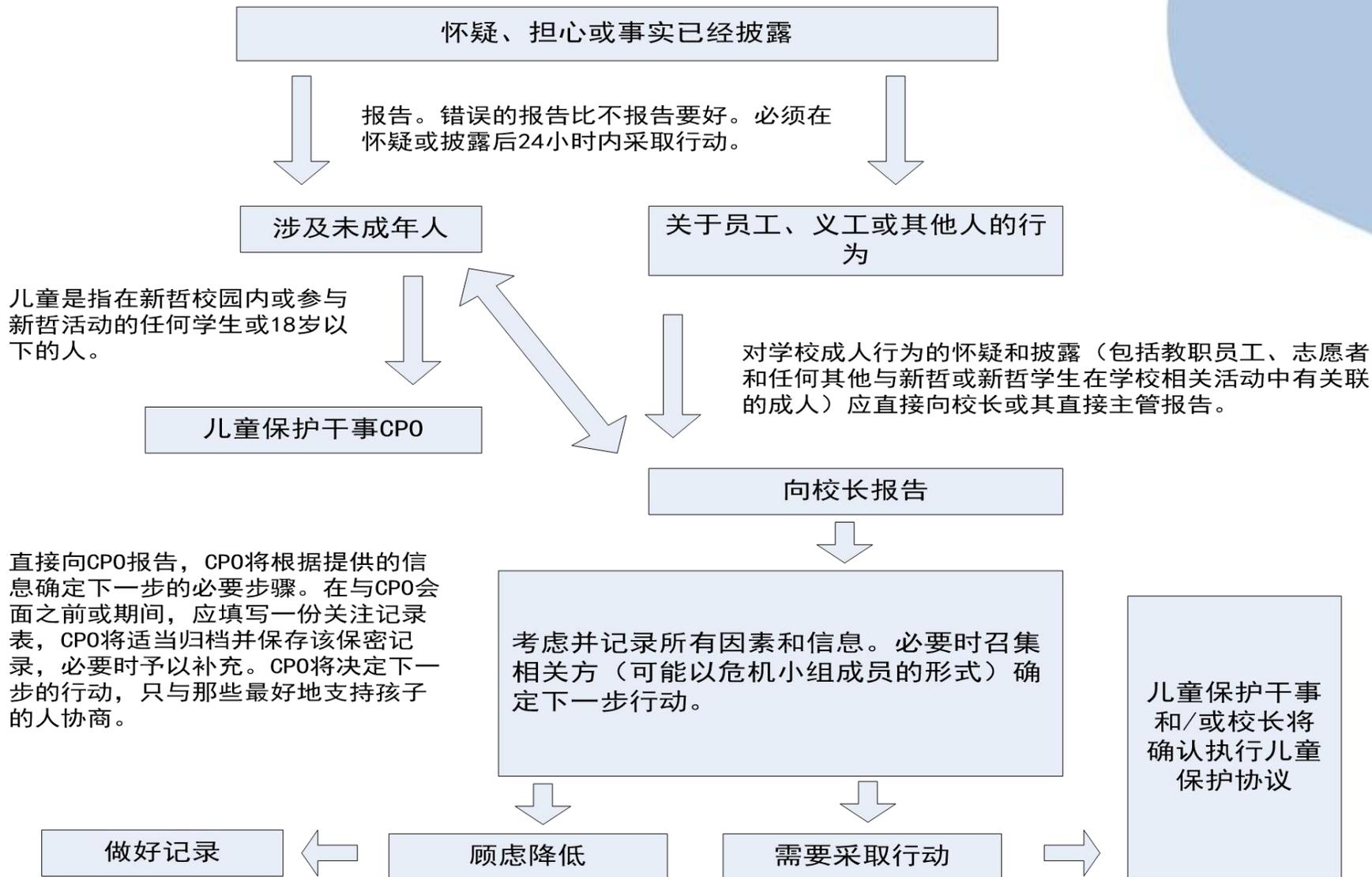
新哲教育

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保密性

- 能够获取有关学生及其家人的机密信息的员工，必须随时对信息保密，只有法律允许情况下，为了孩子的利益才能共享这些信息。
- 记录只应与那些合法查看记录的人共享。
- 员工不得为了自己的利益（包括合作伙伴、朋友、亲属或其他组织）而使用学生或家庭的机密或个人信息。
- 绝不能利用信息恐吓、羞辱或使孩子难堪。
- 除了需要了解之外，绝不应随意使用机密信息与任何其他人员交谈或共享。
- 在不需要披露儿童身份的情况下，信息应匿名使用。

(未完待续)

Confidentiality

- Employees who have access to confidential information about students and their families must keep this information confidential at all times and only share when legally permissible to do so and in the interest of the child.
- Records should **only be shared with** those who have a legitimate professional need to see them.
- Employees **should never** use confidential or personal information about a student or student's family for their own, or other's advantage (including that of partners, friends, relatives or other organizations).
- Information **must never be used** to intimidate, humiliate, or embarrass the child.
- Confidential information should **never** be used casually in conversation or shared with any person other than on a need-to-know basis.
- In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

(to be cont.)



保密性

- 在某些情况下，员工可能会共享有关学生的信息，例如，当指出或怀疑存在虐待行为时。在这种情况下，个人有责任毫不拖延地传递信息，但只向指定的儿童保护干事 ("CPO") 和/或校长传递。
- 如果儿童（或其父母/监护人）披露虐待或忽视行为，雇员应遵循相关保障和儿童保护程序。成人**不应**向孩子或父母承诺保密，但应保证信息将得到敏感处理。
- 如果员工对是否共享信息或保密有任何疑问，他或她应寻求 CPO 的指导。

(未完待续)

Confidentiality

- There are some circumstances in which an employee may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to **pass the information on without delay**, but only to a designated Child Protection Officer ('CPO') and/or the Principal.
 - If a child – or their parent/guardian – make a disclosure regarding abuse or neglect, the employee should follow the procedures outlined in the relevant safeguarding and child protection Policies. The adult **should not** promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.
 - If an employee is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the **CPO**.
- (to be cont.)



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一旦发生情况，我应该怎样处理？

What should I do if something happens?

保密性

- 学生照片、电影或其他学生信息不应在任何形式的个人社交媒体上共享，除非学生的父母和/或通信和营销部门事先获得许可。
- 有关个人信息发布的任何法律查询应直接向校长提出。
- 员工应保持尊重沟通的积极氛围，不要从事可能损害个人或学校的"八卦"。
- 员工有责任了解周围环境，并确保机密对话在适当的环境中进行。

Confidentiality

- Student photos, films or other student information **should not** be shared on any form of personal social media unless prior permission has been granted by the student's parents and/or the Communications and Marketing Department.
- Any legal inquiries regarding the release of personal information should be directed to the **Principal**.
- Employees are expected to maintain a positive climate of respectful communication and **not engage** in 'gossip' which could be damaging to individuals or the school.
- Employees have a responsibility to be aware of their surroundings and ensure that **confidential conversations** take place in an appropriate environment.



当学生向你披露信息时，如何处理：

学生向任何员工披露信息时，成年人必须：

- 仔细听，让学生用自己的话说这个故事。不要提示或中断，
- 向孩子保证，他们说话是对的。冷静，细心，不评判，除了同情，不要表现出任何情绪，
- 明确这不能保密，您有责任向受过适当培训以帮助此类情况的指定领导报告，
- 只问问题来澄清一些不清楚的事情，如何时何地，不引导式的询问，
- 与孩子会面后，请尽可能用孩子的话记录关注表（附录5）的细节，以记录披露的细节。当孩子在场时，不要填写表格，因为在此期间最好完全将注意力放在学生身上。
- 立即与CPO联系（24小时内）。

Handling a Disclosure

Any adult to whom a student makes a disclosure must:

- listen carefully and let the student tell the story in their own words. **DO NOT prompt or interrupt,**
- reassure the child that they are right to speak up. Be calm, attentive, non-judgmental and **do not show any emotion other than sympathy,**
- **make it clear that this cannot be kept a secret and that you have a duty** to report it to a Designated Lead who is properly trained to help students in this kind of situation,
- only ask questions to clarify something that was unclear such as where or when, **do not ask leading questions,**
- Following the meeting with the child, record the details on the Record of **Concern Form** (Appendix 5) using the child's words as far as possible to record the details of the disclosure. Do not fill in the form while the child is present, as it is best to be completely attentive to the student during this time,
- immediately contact the CPO (within 24 hours).



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三.新哲书院未成年人保护的架构是什么?

SIA Child Protection's Organizational Framework



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组织框架

新哲书院有三个指定团体直接支持执行儿童保护政策。分别是：

- 儿童保护委员会
- 儿童保护干事
- 危机小组

三. 新哲书院未成年人保护的架构是什么？

SIA Child Protection's Organizational Framework

SIA Child Protection Framework

Child Safeguarding is the responsibility of all adults (especially those working directly with students), however, at Sendelta there are three designated groups that directly support the execution of our Child Protection Policy. These three groups are:

- 1.The Child Protection Committee
- 2.The Child Protection Officer (CPO)
- 3.Crisis Team



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儿童保护委员会

儿童保护委员会的任务是确保学校儿童保护方案的发展和审查。具体来说：

- 确保新哲有一个**全面的儿童保护计划**（包括政策和反欺凌政策），
- 确保/指导所有教职员工、志愿者和承包商与儿童保护相关的**专业发展和培训**，
- 确保/指导**家长教育方案**，以支持了解儿童保护政策，
- **监督**《儿童保护业务手册》的制定和修订。

三. 新哲书院未成年人保护的架构是什么？

SIA Child Protection's Organizational Framework

Child Protection Committee

The Child Protection Committee has the task of ensuring the development and review of Sendelta's comprehensive Child Protection Program. Specifically, this committee works to:

- ensure there is a comprehensive Child Protection Program (including policy and Anti-Bullying Policy) in place at Sendelta,
- ensure/guide professional development and training related to Child Protection for all faculty, staff, volunteers, and contractors,
- ensure/guide parent education programs to support the understanding of the objectives and goals of the Child Protection Policy,
- oversee development and revisions to the Child Protection Operations Manual.



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三. 新哲书院未成年人保护的架构是什么?

SIA Child Protection's Organizational Framework

儿童保护委员会将由下列群体的代表组成:

- 指定儿童保护干事 (CPO)
- 董事会成员
- 校长
- 各学科负责人
- 班主任 (每个年级1位)
- 护士
- 心理咨询师
- 其他成员或受邀客人酌情 (由董事会指定)

The Child Protection Committee will consist of representatives from the following groups:

- Designated Child Protection Officer (CPO)
- A Governance Board Member
- The Principal
- The Head of Department(s)
- Counselor(s) (one from each Grade)
- Nurse
- Psychological Consultant
- Additional members or invited guests as appropriate (assigned by Board)



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三. 新哲书院未成年人保护的架构是什么？

SIA Child Protection's Organizational Framework

儿童保护干事 (CPO)

儿童保护干事是儿童保护委员会成员，负责处理具体的关注报告，与学生和/或家庭合作，确保儿童的利益得到保护，并负责直接回应旨在支持所有儿童的具体指控。CPO负责召集危机小组，评估形势并确定下一步行动。CPO 作为学校代表处理任何外部报告流程。

Designated Child Protection Officer (CPO)

The Designated Child Protection Officer is the member of the Child Protection Committee who are responsible for handling specific reports of concern, working with the student and/or family to ensure that the child's interests are protected, and directly responding to specific allegations that are brought forward with the goal of supporting all children. The CPO is responsible for calling together the crisis team who will evaluate the situation and determine the next steps. The CPO acts as a representative of the school for any external reporting processes.



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危机小组

- 针对可能可采取行动的披露，儿童保护干事CPO将召集危机小组，以确定下一步行动。
- 该小组由儿童保护CPO、董事、校长、HOD和年级辅导员组成。
- 当需要更多信息时，此团队可能会引入其他成员。
- 危机小组的所有成员都特别注意确保只有“需要知道”的成员才能参与，以帮助保护个人的机密性。

三. 新哲书院未成年人保护的架构是什么？

SIA Child Protection's Organizational Framework

Crisis Team

1. In response to a potentially actionable disclosure, the Child Protection Officer will call a Crisis Team together in order to determine the next steps.
2. This group will consist of the Child Protection Officer, the Board Director, the Principal, HOD(s), and Divisional Counselor(s).
3. This team may call upon others when more information is needed.
4. All members of the Crisis Team pay special attention to ensure only members on a “need to know” basis are involved to help protect the individual’s confidentiality.



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Thanks!

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B E T T E R

S E L F

B E T T E R

W O R L D