和景華人聯誼會
CHINESE ASSOCIATION OF WOKING

和景中文學校
WOKING CHINESE SCHOOL

Chinese Association of Woking

Woking Chinese School

Policy Manual

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Table of content

	Content	Page No.
	Foreword	3
	The Regulations	4
	Mission Statement	8
I	Admission policy	9
II	Code of conduct	10
III	Health and safety policy	12
IV	Safeguarding Policy for Children	14
V	Online Learning Rules	19
VI	Anti-bullying policy	20
VII	Complaints policy	24

The Chinese Association of Woking (the "Association") is a company limited by guarantee and registered in England and Wales under number 05132321. The Association is also a UK charity registered with the UK Charity Commission under number 1109595.

The Association's objects are set out in its Memorandum of Association as follows:

- To advance the education of the public in all aspects of Chinese culture, arts, tradition, history and language and in particular but not exclusively to persons of Chinese origin or descent, without distinction of sex, political or other opinions, resident or working within (but not limited to) the borough of Woking and the surrounding area ("the Area of Benefit"),

- The promotion of racial harmony within the Area of Benefit and to provide or assist in the provision of facilities in the interests of education, health, social welfare and recreation and other leisure time occupation to improve the social, educational, cultural and physical development of the inhabitants of the community in the Area of Benefit. "

The Woking Chinese School (WCS) is the main project of the Association in promoting Chinese language education and delivering Chinese cultural awareness.

The Board of Directors (the "Board"), as officers of the Association under the Companies Act 2006 (the "Act"), has certain powers and responsibilities that are conferred upon it under the Act and the Association's constitution ("Articles").

The Board, in exercising the powers conferred upon it by the Articles (particularly Articles 16), hereby delegate part of its duties and functions to run the WCS to a committee (the "Governing Body") of governors (the "Governors") and in doing so makes the following Regulations for the Governing Body (the "Regulations").

SECTION 1: THE REGULATIONS

A. Duties and functions of the Governing Body

The Board has delegated the following duties and functions ("Delegated Duties and Functions") to the Governing Body:

1. Policy

- Deciding the aims and policies of the school and how standards of education can be improved ("School Policies"). School Policies must be set out in writing. Any School Policies set by the Governing Body must be reviewed and approved by the Board of the Association at least once a year.

- Publishing annually a school prospectus for parents.

2. Conduct

- Deciding the conduct of the school and how it should be run generally.
- Ensuring that pupils are entered at the appropriate time for public examinations.
- Manage the use of school premises when it is occupied by the Woking Chinese School.

3. Development

- Drawing up the school development plan.
- Drawing up an action plan for the school and monitoring how the plan is put into practice.

4. Finance

- Revenue budget preparation.
- Prepare estimates of income and expenditure in consultation with the Association's Treasurer in accordance with guidelines issued by the Association's Board.
- Supply the Association's Treasurer with such information as is necessary to support the estimates.
- To manage and direct resources to achieve the objectives of the budget. This will involve the monitoring of expenditure and income, and the regular review of financial performance.
- The Chinese School's annual budget will need to be approved by the Board of the Association. Once approved by the Association, the budget will give authority for expenditure to be incurred in the appropriate year unless it would cause the appropriate budget head to be overspent, or there is a material variation in the assumptions that underlies the estimates.

- Report to the Association's Board on the financial performance of the Chinese School against the budget once a term.

5. Appointment

- Appointing, promoting, supporting, disciplining and dismissing the Headteacher.
- Appointing, promoting, supporting, disciplining and dismissing other volunteers.

6. Co-opting advisors/consultants

- In the course of exercising the Delegated Duties and Functions, the Governing Body may consult such persons, as it considers appropriate.
- The Governing Body may appoint such persons as it considers necessary to carry out some of its functions.
- Co-opted advisors and consultants do not have voting rights in the Governing Body.

7. Reporting

- The Governing Body remains responsible for any decisions taken by committees or other people they have delegated decision-making to. All these decisions must be reported back to the full Governing Body at their next meeting.

B. Governor's duties and powers

- Individual Governors only have power if the Governing Body has delegated it specifically to them. Decisions should only be taken by the Governing Body at a Governors' meeting under powers conferred upon it by the Association, as set out in these Regulations, or by an individual or committee set up with delegated powers conferred upon it by the Association's Board.
- However, there may be times when a decision is so urgent that there is no time to call a Governors' meeting. If a delay would seriously harm a person or the school, the Chair or Vice-Chair has the power to take a decision on behalf of the Governing Body. If neither is available, the Headteacher can act as necessary and must seek the Governing Body's retrospective approval as soon as possible. Any such decision must be reported back to the Governing Body as soon as practicable.
- A Governor is not entitled to vote on his or her own appointment either as a Headteacher, as another volunteer or as a member of a committee.
- All legal documents & agreements must be checked by the Governing Body and then presented to the Board of the Association for final review and signature.

C. Composition of the Governing Body

The Governing Body shall consist of the following Governors:

- Headteacher
- Language head
- Activity head
- School treasurer
- School administrator
- Two representatives from the Association's Board (from the board)
- Two teacher representatives (from the teacher votes)
- Two parents representatives (from the parents club)

The Governing Body must elect a Chair and a Vice-Chair from among their number. The Chair and Vice-Chair must retire by rotation at the beginning of a new school year (starting in September each year) and are subject to re-election.

The above composition of the Governing Body may vary. The Governing Body should review its own composition at intervals to make sure that it is meeting the needs of the WCS. Any change to the above composition must be reviewed and approved by the Board.

The Board reserves the right to alter the above composition of the Governing Body at any time.

D. Governors' terms of office

Except for the ex officio Governors of the GB (i.e. The Headteacher, Language head, Activity head, School treasurer and School Administrator), who will remain as a GB governor for the duration of their tenure in that position, no governor may serve for more than two consecutive years.

Where a retiring Governor, being eligible, may offer himself or herself for re-nomination.

A governor may resign at any time by giving a written notice to the GB Chair.

E. Meeting

- The full Governing Body must hold a meeting at least once every term.
- A meeting must also be held if at least three Governors of the Governing Body ask for one.
- Every Governor of the Governing Body must be given at least seven clear days' written notice of the date of a meeting with a copy of the agenda for that meeting.
- Shorter notice can only be given if the Chair (or the Vice-Chair if the Chair is absent) agrees that there is an urgent need for a meeting.

- A meeting must be chaired by a chairperson (the "Chairperson"). This would normally be the Chair (or the Vice-Chair if the Chair is absent). In the event that both the Chair and the Vice-Chair are absent, the Governors must elect from among their number, who are present at the meeting, to act as the Chairperson for that meeting.

F. Taking decisions

- Decisions of the Governing Body are taken by a majority of the Governors present at a meeting and voting on a proposal.

- If there are an equal number of votes for and against a proposal, the Chairperson has a second or casting vote.

- Decisions cannot be taken at a meeting unless a minimum number ("Quorum") of Governors are present.

- A Quorum is usually one-third of the number of Governors in the Governing Body rounded down to the nearest whole number (but no less than three).

G. Reservation of rights to alter the Regulations

The Board of the Association reserves its right to alter any items of the Regulations at any time.

Approved by:

_____
Susie Jamieson
Chairman of the Board
On behalf of the Board of the Chinese Association of Woking

SECTION 2: SCHOOL POLICIES

The Governing Body of the Association's Woking Chinese School ("WCS"), in exercising the powers conferred upon it by the Regulations set out in (I) above, develop and implement the following School Polices.

School Mission Statement

Woking Chinese School seeks to create a challenging yet creative learning environment that encourages high expectations for success through development - appreciate pedagogy that allows for individual differences and learning styles. We work toward an integrated curriculum with Chinese culture embedded in our teaching. In partnership with our parents, teachers and community members we aim for cooperation and support for our students' learning. Our school promotes a safe, orderly, caring and supportive environment.

I. Admission Policy

1. Student applying for Children Classes must have a minimum age of 4 for the Reception class or 5 for the Year 1 class and a maximum age 17 at the start of the academic year of entry. The Mandarin and Cantonese playgroups are open to children under 5. The minimum class size is 6 students. The Head Teacher may exercise her discretion to vary the minimum class size and age on a case by case basis.

2. Individual of 18 years or over may apply to join the Adult Classes. These class sizes are subjected to a minimum of 6 students per Class. The Head Teacher may exercise her discretion to vary the minimum class size and age on a case by case basis.

3. Class enrolment is considered on a first come first served basis with priority given to those who have siblings already attending the School.

4. Upon enrolment the Parent/Carer must agree to adhere and support school policy and rules.

5. Children with Special Educational Needs, SEN, due to the voluntary nature of the school and the lack of a trained and dedicated SEN trained volunteer the school will have the right to inform parents that the school cannot enrol/continue to teach their child. Each child's circumstance will be reviewed on a case by case basis.

6. Fees must be paid before the second week of each term.
    - Fees can be paid annually or termly according to the prevailing rates published in the school application form.
    - Full fee for the year or term is payable upon enrolment.
    - Fees are non-refundable once the term has started unless the course is cancelled. Refund will be calculated on a pro rata basis.

    Woking Chinese School reserves the right to change the fee, refund policy and reschedule or cancel courses as necessary.

7. Discrimination on the basis of race, religion, colour, nationality, ethnic origin or sex will not be tolerated.

8. Woking Chinese School retains the right to dismiss or impose sanctions on any student who violates the rules and regulations of the school.

II. Code of Conduct

The Woking Chinese School strives to promote excellence, personal achievement and the realisation of every student's potential in a school culture of continuous improvement.

Commitment by the school

In order to help all students succeed to the best of their ability the school will endeavour:

1. to teach students in a safe environment.
2. to provide courses that are stimulating, challenging, well-prepared and appropriate.
3. to ensure that the curriculum is broad, balanced and fulfils examination requirements.
4. to provide parents with regular information about their child's progress and achievements.
5. to notify concerns about a student's progress / behaviour to parents as soon as possible and then set mutually agreed action plans to remedy the situation.
6. to set, mark, and monitor homework on a regular basis and provide facilities for students to do homework in school where necessary.
7. to inform parents about school activities through regular letters home, news-sheets, and notices about special events.
8. to provide students with a clear and consistent code of conduct which encourages and rewards positive behaviour.
9. to apply sanctions fairly, in accordance with school policy, and ensure that parents are informed where necessary.
10. to listen to students and parents and act on their concerns.
11. to comply with the school's anti-bullying policy.

Commitment by student

So that I can do my best, and help to encourage others to do so as well, I agree:

1. to observe all school rules and the code of conduct.
2. to act as a good representative of the school at all times.
3. to be polite and helpful to others.
4. to attend school regularly and on time.
5. not to smoke anywhere in the school compound (inside and outside).
6. not to litter anywhere in the school compound (inside and outside).
7. not to be in the class room without any teacher.
8. not to use and handle any equipment in the classroom or elsewhere, unless specifically told to do so by an authorised person.
9. not to eat or drink in the classrooms at any time.
10. to bring to school all equipment and books I need every time.
11. to complete classwork and homework to the best of my ability and on time.
12. not to use any electronic devices during lessons including mobile phones, ipods and game devices.
13. to comply with the school's anti-bullying policy.
14. to respect and follow the directions of the school's marshals

Commitment by parent

1. to observe all school rules and the code of conduct.
2. to encourage my child to develop a sense of responsibility and respect for others.
3. to support the school's policies and guidelines for behaviour.
4. to ensure good attendance, which is both regular and punctual, and give early information about non-attendance of my child.
5. not to bring my child to school if he/she is unwell.
6. to provide a suitable environment at home which encourages home-learning
7. to take an interest in my child's work by looking at exercise books regularly, giving praise for work well done and checking that homework is being done.
8. to let the school know about any concerns or problems that might affect my child's work or behaviour.
9. to be available if discussion about my child's performance or behaviour is required.
10. not to smoke anywhere in the school compound (inside or outside).
11. not to litter anywhere in the school compound (inside or outside).
12. to comply with the school's anti-bullying policy
13. to respect and follow the directions of the school's marshals

III. Health and Safety Policy

The Governors are concerned for the welfare, health and safety of the students, volunteers, and visitors in the school. It is the duty of every member volunteer to take reasonable care for the health and safety of themselves and the students in their care.

Policy Statement

The school has adopted a policy:

1. To establish and maintain, in so far as is reasonably practicable an environment which is safe and without risk to health.

2. To ensure that volunteers and students are familiar with the fire and emergency procedures.

3. To ensure that any accident involving personal injury occurring on the school premises is reported to the school office, and that the details are recorded in the accident book held in office.

4. To ensure that first aid facilities are available at all times. Refer to Procedures for Sick Children

5. To carry out risk assessments for activities or lessons where a health or safety hazard is identified.

6. To ensure that accident reports are inspected by the Health and Safety Officer.

7. To provide all volunteers with the information, instruction, training, and supervision they need to work safely and efficiently.

The School will undertake the responsibility to provide for the Health and Safety of all students registered with Woking Chinese School, who are attending the classes and activities organised by the School through:

Students

1. All students are required to provide a current telephone contact number, name of person to contact when in need and up-to-date health information to the school.
2. All children aged 11 and under must be collected by their parents or a responsible person designated by their parents.
3. The class teacher or the headteacher (or one of the Deputy headteachers in the absence of the headteacher) must be informed in the event of illness or absence.
4. All students are required to wear suitable clothing appropriate to the season and activities.
5. Care must be taken to maintain an acceptable standard of personal hygiene.

Equipment

1. All facilities and equipment in the classrooms are required to be kept as clean as possible and in good working condition.
2. Ensure that the equipment used is suitable for the ages and stages of development of students.
3. Where applicable, the relevant volunteers and helpers will be provided with a copy of the "Manual Handling" guidance notes issued by the Health and Safety Executive (http://www.hse.gov.uk/pubns/indg143.pdf), which advises about the safe way to handle heavy equipment.

Premises

1. The classrooms and common room must be cleaned and maintained to a high standard.
2. Ensure that all students and volunteers participated in fire drill at least once every year.
3. Liaise with SJB School to make sure that fire equipment will meet the current regulations.
4. Make sure at least one qualified first-aider will be present and first-aid box are available at all times.
5. An accident and an incident book will be kept.
6. No student is allowed to enter areas within SJB where it has not been agreed for use by the Woking Chinese School.

Other Information

Fire Officer: See list attached to the back of the policy manual.
First Aid Certificiate Holders: See list attached to the back of the policy manual.
Health and Safety Officer: See list attached to the back of the policy manual.

No responsibility can be accepted for the loss or damage to property of students, parents, and visitors left on the premises and carparks of the school. Students, parents, and visitors should personally ensure they have adequate insurance cover.

IV. Safeguarding Policy for Children

Chinese Association of Woking recognises that children have the right to be safe, secure and free from threat. The welfare of the child is paramount.
Chinese Association of Woking will provide an environment that ensures children are safe from potential abuse and self harm, and will respond to any suspicion of potential abuse or self harm in a way which respects the child's dignity and reinforces the adult's responsibility to the child.

What is abuse?

All volunteers should note the following definitions and pass on any concerns to the nominated officer.

Abuse may be described as:
"An act, or failure to act, by the person responsible for the care of the child. It may involve cruelty, exploitation or neglect".

Abuse takes many forms. Working Together to Safeguard Children (DoH 1999) provides key definitions:

Physical Abuse

Physical abuse 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 feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fictitious illness by proxy or Munchausen syndrome by proxy.

Neglect

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 and development. It may involve a parent or carer failing to provide adequate food, shelter, and clothing, failing to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care or treatment. It may also include unresponsiveness to a child's basic emotional needs.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar that they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Statement of principles

Principles of good practice ensure that all children are protected from harm. Such principles will help to ensure the promotion of children's health and welfare, including their physical, emotional, social and intellectual development.

These principles include:

- Treating children as individuals entitled to dignity and respect.
- Promoting effective partnerships amongst all those involved.
- with children, including children's parents/carers, to improve children's welfare.
- Promoting the safety of children.
- Raising awareness of best practice in how to protect children from harm of all kinds.
- Minimising risks to children so that they do not suffer harm.
- Making safety the responsibility of everyone at Chinese Association of Woking whose work brings them into contact with children.
- Establishing effective and open procedures in responding to accidents, complaints or concerns so that they can be shared and dealt with promptly.
- Adopting and applying safe recruitment practices for all volunteers.

The primary concern must be the interests and safety of children. This will be achieved through adherence to the Chinese Association of Woking Safeguarding Policy for Children.

What is self harm

Self-harm is a sign that a young person is experiencing significant emotional distress (see NICE guidelines). Self-harm may include overdose (self-poisoning), hitting, cutting, burning, pulling hair, picking skin, head banging, self-strangulation. Because self-harm can reduce tension and help control mood, it can be self-reinforcing and habit forming.

Self harm is most common in secondary school aged young people. It does occur in younger children and is frequently associated with family difficulties.

Signs of self-harm may be similar to signs of physical or other abuse as it is hard to know who inflicted the injury. It is important that staff are curious when asking children about an injury, and as self-harm is a

potential cause for concern, staff need to record and report any observations or conversations they have with pupils about injuries that could be self harm or abuse, in accordance with the safeguarding policy.

Reporting and recording concerns

Volunteers involved with Chinese Association of Woking are required to promptly pass on any concerns about possible child abuse or concerns about the welfare and safety of a child to the Safeguarding Officer for the Woking Chinese School or in their absence to the Safeguarding Officer for the Chinese Association of Woking. Please refer to the end of this document for details of the people concerned with safeguarding.

The Officer needs to make a judgement as to whether the allegation or concerns need to be passed on to the authorities or be discussed with the parents/carers first. (It is important that NO assumptions are made that parents could not abuse their child because they appear pleasant).

If a volunteer receives an allegation of abuse against another member of volunteer they should promptly inform the Safeguarding Officer for Children.

Responding to a self harm incident

A member of staff may be the first to know about a young person's self-harm is if they are self-harming in school. If this happens, keep calm and follow first aid guidelines if necessary. Acknowledge their distress – both their physical pain and their emotional pain which may have led to the self harm. Young people will want your acceptance and support. You should
use non-judgemental language. Advise the pupil that you will need to discuss what happened with the designated safeguarding lead in line with the school's safeguarding policy.

If you have immediate concerns about the effect of the self-harm injury including an overdose, call 999 straight away.

When the school becomes aware of a young person's self-harm, a member of staff, usually the Safeguarding Officer for Children, will need to have a conversation with the young person about self-harm .
Asking about self-harm does not increase the behaviour, and staff should be be confident
in having these conversations. If young people talk about self-harm, it is also important to establish if they are feeling suicidal, so the question 'Have you ever feltlike ending your life?' must also be asked. Asking about suicide does not put the idea into their mind, however some children may not disclose suicidal ideation until directly asked about this.

When the school becomes aware of a young person's self-harm, the Safeguarding Officer for Children will need to have a conversation with the young person about sharing information with their parents/carers. If a young person is reluctant about informing their parents/carers, Professional judgement must be exercised to determine whether a child or young person in a particular situation is competent to consent or to refuse consent to sharing information. Consideration should include the child's chronological age, mental and emotional maturity, intelligence, vulnerability and comprehension of the

issues. If a competent child wants to limit the information given to their parents or does not want them to know it at all; the child's wishes should be respected, unless:

- There is reason to believe that not sharing information is likely to result in serious harm to the young person or someone else or is likely to prejudice the prevention or detection of serious crime; and
- The risk is sufficiently great to outweigh the harm or the prejudice to anyone which may be caused by the sharing; and
- There is a pressing need to share the information.

See the NSPCC website for further information on balancing children's rights with the responsibility to keep them safe from harm:
https://learning.nspcc.org.uk/research- resources/briefings/gillick-competency-and-fraser-guidelines/.

NB. It is essential that the volunteer records what they have seen or heard which has led them to believe that a child's welfare or safety is at risk. The Safeguarding Officer for Children also needs to keep clear and concise records. There also needs to be a record of the action taken and why that action was decided upon.

Volunteers should bear in mind that it is not their remit to investigate an allegation.

Records should include the following details:

- Name of the child
- Parent's/carer's details
- The child's address
- Relevant telephone numbers
- What is said to have happened or what was seen
- When it occurred
- Who else was there
- What was said by those involved
- Whether there is any actual evidence e.g. bruises, bleeding, change in behaviour
- Who has been told about it
- Who was concerned
- Was the child able to say what happened
- Whether the parents have been advised
- Sign and date the record ensuring it is legible and written in black ink
- When an incident /event is reported it is paramount that the exact words that the child has used are noted. It is imperative that this information is recorded immediately and that the exact wordings are noted.

All information about concerns regarding the welfare of a child needs to be kept confidential and should only be passed on to other volunteers if it is essential for them to know.

Recruitment and Selection of Volunteers;

The following measures need to be taken to reduce the risk of abuse by volunteers.

The management of the Chinese Association of Woking need to: -

- Ensure that adults who volunteer with Chinese Association of Woking who have contact with children during the course of their voluntary services are aware of the fact that such work is exempt from the provision laid down in the Rehabilitation of Offenders Act 1974 and will therefore be subject to a Disclosure and Barring Service (DBS) check prior to starting work.
- Require all potential volunteers to provide references, attend interview where necessary and be subject to DBS check.
- Original birth certificates or passports will be used to verify dates of birth, as this can be a major risk of evasion from detection.
- All new projects undertaken by Chinese Association of Woking should consider issues relating to child protection, in particular, ensure that training is given to all adults involved with the care and education of children which will help them recognise and respond to suspected abuse of children whether physical, emotional, sexual or as a result of neglect.
- Never allow a non-DBS checked adult to be alone, on a regular basis, with a child or children e.g. going to the toilet or supervising children in a separate room.

Supervision of children and Supervision of volunteers

Supervision of Children

Chinese Association of Woking recognises that the safety of children should be of paramount concern at all times. To help achieve this there should be proper supervision of children at all times. This will ensure that they are less likely to come to harm.

Children who come into contact with volunteers of Chinese Association of Woking will be kept safe. This will be achieved by ensuring the following: -

- Those in charge are fully competent to be so.
- Children are supervised at all times.
- The ratio of pupils to teacher is no more than 20 to 1.
- There are sufficient volunteers.
- As far as possible adults will work in pairs.
- Activities are planned and appropriate.
- Adults are allocated specific roles such as teachers, administrators, patrolling officers etc.
- Where appropriate volunteers have received an enhanced DBS check.

Supervision of Volunteers

It is important that volunteers do not engage in behaviour that could be misinterpreted. Volunteers need to be aware of the boundaries, to be open in the way they deal with children and to know that they are in an environment where any concerns can be passed on. Volunteers should try to ensure that they are not alone with children and that other volunteers or pupils are present.

The following guidelines should be followed by all Volunteers:

- Avoid situations where a child is completely unobserved.
- Do not spend excessive amounts of time alone with a child.
- Do not take children on a car journey alone however short without parental consent.
- Do not take children to your home where they will be alone with you.
- Do not engage in rough, physical or sexually provocative games including horseplay.
- Do not allow or engage in any form of inappropriate touching.
- Do not allow children to use inappropriate language unchallenged.
- Do not make sexually suggestive comments to a child even in fun.
- Do not allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do not do things of a personal nature for a child which they can do themselves.
- If a volunteer should accidentally hurt a child, or if a child seems distressed in any manner or misunderstands or misinterprets something a member of volunteer has done then the incident should be reported as soon as possible to another colleague and a brief written note made. Parents/carers should then be informed of the incident.

The Board of Trustees of Chinese Association of Woking are specifically responsible for ensuring that Child Protection is accorded the necessary status within the organisation and making sure that all volunteers working with children follow this Policy.

V. Online Learning Rules

While face-to-face teaching is the norm within Woking Chinese School, in exceptional circumstance, some classes or individual students may be taught online. When this occurs the following rules apply.

Online Learning Rules for students

1. Be on time.
2. Find a quiet place, with an adult nearby.
3. Be prepared – books, pens, paper.
4. Be dressed appropriately.
5. No eating during the session – drinks are fine.
6. Mute your microphone unless you are speaking.
7. Turn on your camera, you may blur out the background.
8. Use your first name in the Zoom session.
9. Put your hand up if you want to speak.
10. Listen carefully.
11. Be respectful.
12. And have fun.

Online Learning Rules for Teachers

1. Log on slightly early to ensure connections are working.
2. Ensure you are in control of who can control the Zoom session.
3. Learn how to mute and unmute all participants, including video screens.
4. Be conscious of background environments and others in the room.
5. Use the whiteboard and annotation tools to improve engagement.
6. Remind users about respecting others and using the chat box for commentary and,
7. Please dress and talk appropriately.
8. Do not record or take screenshots/photos of the class without express written permission from the parents as well as the Headteacher or Deputy Headteacher.
9. Ensure you have received school training on Zoom lessons.

VI. Anti-bullying Policy

The Woking Chinese School is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell a member of the volunteer team.

Definition of Bullying

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of pupils.

Bullying is one form of abuse and as such the procedures for safeguarding children apply. In particular the Safeguarding Officer should receive a report of any incidents and should be consulted on appropriate action to be taken.

Forms of Bullying:

- Physical violence such as hitting, pushing or spitting at another student.
- Interfering with another student's property by stealing, hiding or damaging it.
- Using offensive names when addressing another student.
- Belittling another student's abilities and achievements.
- Writing offensive notes or graffiti about another student.
- Ridiculing another student's appearance, way of speaking or personal mannerism.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.
- Excluding another student from a group activity.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.
Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All Governors, teaching and non-teaching volunteers, students, and parents should have an understanding of what bullying is.
- All Governors, teaching and non-teaching volunteers should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.

- Bullying will not be tolerated.

Responsibilities of All Stakeholders

The Responsibilities of Volunteers

Our volunteers will

- Foster in our students' self-esteem, self-respect and respect for others.
- Demonstrate by example of high standards of personal and social behaviour we expect of our students.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been bullied, take what they say seriously and at to support and protect them.
- Report suspected cases of bullying to the Head Teacher.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with the procedures set out in this policy.

The Responsibilities of Students

We expect our students to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the student who is being bullied, unless it is unsafe to do so.
- Report to a volunteer any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should:

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

The Responsibilities of Parents

We ask our parents to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
- Advising their children to report any bullying to their class teacher and explain the implications of allowing the bullying to continue unchecked, for themselves and other students.
- Advising their children not to retaliate violently to any forms of bullying.

- Being sympathetic towards their children, and reassuring them that appropriate action will be taken.
- Keep a written record of any reported instances of bullying.
- Informing the school of any suspected bullying, even if their children are not involved.
- Co-operating with the school, if their children are accused of bullying, try to ascertain the truth. Point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school.
- doesn't want to go on the school / public bus.
- begs to be driven to school.
- changes their usual routine.
- is unwilling to go to school (school phobic).
- begins to truant.
- becomes withdrawn anxious or lacking in confidence.
- starts stammering.
- attempts or threatens suicide or runs away.
- cries themselves to sleep at night or has nightmares.
- feels ill in the morning.
- begins to do poorly in school work.
- comes home with clothes torn or books damaged.
- has possessions which are damaged or " go missing".
- asks for money or starts stealing money (to pay bully).
- has dinner or other monies continually "lost".
- has unexplained cuts or bruises.
- comes home starving (money / lunch has been stolen).
- becomes aggressive, disruptive or unreasonable.
- is bullying other children or siblings.
- stops eating.
- is frightened to say what's wrong.
- gives improbable excuses for any of the above.
- is afraid to use the internet or mobile phone.
- is nervous & jumpy when a cyber message is received.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to volunteers.
2. In cases of serious bullying, the incidents will be recorded by volunteers.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the pupils will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

The School will take steps to promote positive behaviour as and when appropriate; which may include:

- writing a set of school rules.
- signing a behaviour contract.
- writing stories or poems or drawing pictures about bullying.
- reading stories about bullying or having them read to a class or assembly.
- making up role-plays.
- having discussions about bullying and why it matters.

VII. Complaints Policy and Procedures

The Woking Chinese School is managed by the Chinese Association of Woking. The school aims to provide high quality teaching of the Chinese language and cultural activities, and encourage pupils to learn and understand the Chinese culture. We believe children and parents are entitled to expect courtesy and prompt careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community in general.

We welcome suggestions on how to improve our school.

Making concerns known

- Any parent or person who has concern about any aspect of the school should first of all talk over the matter with the appropriate class-teacher of the child or the headteacher.
- If this does not have a satisfactory outcome within two weeks, or if the problem recurs, the parent or person should put the concern or complaint in writing and request a meeting with the Chairperson of the Governing Body. The parent or person and the Chairperson should have a partner or friend present as support and a witness if required. An agreed written record of the discussion should be made.

Most complaints should be resolved informally or at this initial stage

- If the matter is still not resolved to the satisfaction of the parent or person, then the Chairperson should again be approached to request for the involvement of an external mediator.
- It might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice if the parent or person and the school cannot reach an agreement. A mediator has no legal powers, but can help to clarify the situation.
- The mediator will help to define the problem, review the action so far and suggest further ways in which the matter might be resolved.
- The mediator will keep an agreed written record of the meeting and any advice given.
- The mediator will keep all discussion confidential.

We believe that most complaints are made constructively and can be resolved at an early stage.

We also believe that it is in the best interests of the school and parents that complaints should be taken seriously and dealt with fairly, respectfully and confidentially.

Roger James

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Mr Roger James
Chairman
School Governing Body

Date:

Woking Chinese School

List of Officers as referenced in the Policy Manual:

School Governing Board Chair: Roger James
School Governing Board Vice Chair: Nichole Yip
Head Teacher: Themis Li
Fire Officer: Roger James
First Aid Certificate Holders: Adela Shum, Anita Ho, Emma Haleem, Nicole Yip, Roger James, Themis Li
Health and Safety Officer: Esther Berry
CAW Designated Safeguarding Lead: Anita Ho,
Safeguarding Officer for Woking Chinese School: Themis Li