



Chinese Association of Woking

Woking Chinese School

Policy Manual

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I. Duties and powers of the School Governing Body

The Board of Trustees of the Chinese Association of Woking (“Association”), in exercising the powers conferred upon it by the Constitution of the Association hereby makes the following Regulations for the Governing Body of the Association’s Chinese School (“Governing Body”).

The following duties and powers are given to the Governing Body:

1. Policy

- Deciding the aims and policies of the school, and how standards of education can be improved.
- 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.
- Controlling 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 of Trustees.
- 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.
- 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.

5. Appointment

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

- Every member 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.
- Meetings to consider the removal of the Chair or any Governor must be convened with at least seven clear days' notice.

Taking decisions

- Decisions of the Governing Body are taken by a majority of the members present voting on a proposal.
- If there are an equal number of votes for and against a proposal, the Chair 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 seats on the Governing Body rounded up to the nearest whole number (but no less than three).

The Chinese Association of Woking reserves its right to alter any items of the above Regulations at any time.

III. 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:

- to teach students in a safe environment.
- to provide courses that are stimulating, challenging, well-prepared, and appropriate.
- to ensure that the curriculum is broad, balanced, and fulfils examination requirements
- to provide parents with regular information about their child's progress and achievements.
- 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.
- to set, mark, and monitor homework on a regular basis and provide facilities for students to do homework in school where necessary.
- to inform parents about school activities through regular letters home, news-sheets, and notices about special events.
- to provide students with a clear and consistent code of conduct which encourages and rewards positive behaviour.
- to apply sanctions fairly, in accordance with school policy, and ensure that parents are informed where necessary.
- to listen to students and parents and act on their concerns.

Commitment by student

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

- to observe all school rules and the code of conduct.
- to act as a good representative of the school at all times.
- to be polite and helpful to others.
- to attend school regularly and on time.
- not to smoke anywhere in the school compound (inside and outside).
- not to litter anywhere in the school compound (inside and outside).
- not to be in the class room without any teacher.
- not to use and handle any equipment in the classroom or elsewhere, unless specifically told to do so by an authorised person.
- not to eat or drink in the classrooms at any time.
- to bring to school all equipment and books I need every time.
- to complete classwork and homework to the best of my ability and on time.
- not to use any electronic devices during lessons including mobile phones, ipods, and game devices.

IV. 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

- i. 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.
- ii. All children aged 11 and under must be collected by their parents or a responsible person designated by their parents.
- iii. 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.
- iv. All students are required to wear suitable clothing appropriate to the season and activities.

V. Child Protection Policy

Chinese Association of Working recognises that children have the right to be safe, secure and free from threat. The welfare of the child is paramount.

Chinese Association of Working will provide an environment that ensures children are safe from potential abuse, and will respond to any suspicion of potential abuse 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

child protection 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 sign an agreement to a DBS check if the role dictates.
- Original birth certificates or passports will be used to verify dates of birth, as this can be a major risk of evasion from detection.

- 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.

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 act 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.

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

Woking Chinese School

List of Officers as referenced in the Policy Manual:

School Governing Board Chair: Catalina Brook

School Governing Board Deputy Chair: Helen Tao

Head Teacher: Helen Tai

Fire Officer: Roger James

First Aid Certificate Holders: Anita Ho, Guang Hui Wu, Roger James, Ana Lai

Health and Safety Officer: Roger James, Anita Ho, Helen Tao

Designated Child Protection Officer: Anita Ho, *Helen*

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