

Child Protection Policy

The Government Green Paper 'Every Child Matters' 2003 led to The Children Bill which received Royal Assent in November 2004. This Act strengthened Child Protection legislation and asserted the right of every child to the best possible physical and mental health, emotional wellbeing and protection from harm and neglect.

The welfare of our pupils is the school's paramount concern. In any school there is the possibility that pupils will show signs and symptoms of abuse or will disclose to staff that they have been abused. The following notes are intended to provide parents with a brief outline of our advice to staff on how to handle disclosures and to provide guidelines for dealing with such disclosures that must be followed by all employees of Ashford School. In line with our statutory obligations the interests of the child must be paramount, though the school will also wish to take account of the interests of other pupils, staff and parents.

Definitions of Abuse

There are four different types of abuse:

1. Physical Abuse
2. Neglect
3. Sexual Abuse
4. Emotional Abuse

Symptoms of Abuse

In the Staff Handbook, issued to all staff, clear guidelines are issued as to identifying possible symptoms.

Action to be taken:

1. Suspicion of abuse from observation

Any teacher who is concerned about a pupil based on any outward symptom must ensure that the School's Child Protection Officer (Deputy Head & Director of Senior School) is informed.

2. Disclosure of abuse by the pupil

Where a pupil actually discloses to a member of staff that he/she has been abused, the member of staff should listen carefully to the child; they should ask open-ended (i.e. non-leading) questions; they should record anything that is said and they should refer on to the Director of the Senior School. If she is unavailable then the Headmaster or the Director of Boarding should be contacted. The Director of the Senior School would then, in normal circumstances, contact parents before making a referral to Social Services.

Anti-Bullying

Ashford School aims to work in partnership with parents to encourage every pupil to act with integrity, responsibility and concern for others. We also wish to promote mutual understanding and respect of others whilst giving each pupil that confidence and independence of mind to enjoy a fulfilling and successful life. Ashford School sees itself as a community which does not tolerate bullying of any kind and which will take positive action against bullying.

The School takes a number of practical measures in order to discourage bullying and to promote an atmosphere of tolerance and respect. These include:

- Discussing the problems of bullying in the context of the PSHE Tutorial programme.
- Holding weekly staff meetings in which the academic and social progress of individual pupils is highlighted and discussed.
- Encouraging staff to be alert to changes in behaviour, friendship groups, punctuality and attendance.
- Making sure that the School is patrolled effectively during breaks and lunch hours.
- Speaking out about bullying in assemblies led by the Head or other prominent members of staff.

The School has established a pastoral procedure that encourages pupils to speak out when they either find themselves a victim of bullying or see others being bullied. Our ethos is one of tolerance and respect wherein there is no hiding place for bullying or bullies.

保護兒童政策

由二零零三年英政府之青皮書：'每位兒童都要受注重'，而成立之『兒童法例』在二零零四年十一月得到女皇同意。這法令增強兒童保護法令，強調每個兒童的身，心及情緒應得之最好權利和免被傷害或忽畧。

本校最注重的是學生們的福利。在每間學校裡，都可能會有學生有被虐待之徵兆表現或將會直接透露給員工知道的。以下短箋是給各家長們的，是關乎到雅仕福學校給員工們一定要遵守的的通告，用來如何處理透露的消息及提供指導。依法定責任，雖然本校顧及其他學生們員工及家長們的興趣，但我們該要以兒童的利益為至上。

虐待凌辱之定意

分四項：

1. 肉體的
2. 怠慢或忽畧的
3. 性侵犯的
4. 情緒的

虐待徵兆

每位員工都有一本『工作指南』，裡面清楚例明如何鑑定可能被虐者之徵兆。

採取之行動

1. 觀察到疑被凌辱者之徵兆

如任何一位老師關注到有可能被虐者之徵兆，定要通知學校之'兒童保護職員'，(副校長及中學部理事長)。

2. 被虐者直接透露

當被虐待者直接透露消息給員工時，該位員工要留神聆聽，並提出引導性之問題；記錄下所有關之談話及將此事轉交本校之中學部理事長處理。如果找不到她時，便找校長或寄宿部理事長。在正常的情況下，中學部理事長會首先與家長接觸後，才轉告社會福利處。

如何處理欺凌及侮辱

本校將與家長聯手合作去鼓勵每位學生都要正直誠實，有責任感地關注他人。我們亦希望能推廣各人互相了解及尊重他人，讓每位學生都有自信，自治及自立地去享受一個成功及美滿的校園生活。雅仕福學校是一個不可容忍那些持強凌弱者的團體，我們對任何案子，一定會採取正視行動的。

本學校有一連串去阻止任何人被欺負及增強互助互敬的氣氛的方針如下：

- 討論欺凌問題是以『指導牧師的，社交及健康教育』程序為則。
- 每週之員工聚會將有討論每位學生在學業上及社交上的進展。
- 鼓勵員工要對學生之行為變更，群聚，守時及出席率提高警覺。
- 確保學校在午餐時間及下課時都有足夠而有效的巡邏監督。
- 由本校各部門之領導員工，在聚會時講及被欺負者要說出來。

本校之牧師輔導程序已成立，鼓勵學生們提供如被虐或見到他人被欺凌侮辱的消息。我們的校訓是『互相容忍，互相尊敬』，對欺壓人者是無容身之所的！

注意：(以上如有不明及意義含糊之處，應以英文原板作模範文件)