



## Dulwich College International DCMC and DCMI Offices

德威国际教育集团 DCMC（德威士教育管理信息咨询（上海）有限公司）和 DCMI 办公室

# Safeguarding Policy 学生安全保障政策

This policy was written by the DCI Chief Education Officer and the DCI Safeguarding Consultant and is subject to annual review and final approval by the DCI Group Executive Board.

本政策由德威国际教育集团（下文简称“**德威集团**”）首席教育官和德威学生安全保障顾问联合编写，须提交德威集团决策委员会（Group Executive Board）进行年度最终审批。

DCMC and DCMI amend the policy as required by local regulations or context.

DCMC 和 DCMI 会依当地法规或具体情况对本政策进行修订。

The DCI Chief Education Officer will ensure compliance with this Policy across the DCMC and DCMI offices.

德威首席教育官将确保德威集团旗下各所学校均遵守本政策规定。



For Dehong Education (our sister schools and Dehong Education office staff), the safeguarding policies and procedures can be found on *WE* under the name of *Safe at School*.

德闳教育（我们的姊妹学校和德闳教育办公室人员），可以访问小程序 *WE* 上的 *Safe at School*（学校安全）查询学生安全保障政策和程序。



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The links in this document will take members of staff at DCMC or DCMI the links to [My Safeguarding](#) on [Dulwich ConnectED](#) where further resources can be found. Everyone is an important part of the Dulwich College International safeguarding community.

DCMC 或 DCMI 员工点击本文件中的相关链接，即可跳转至 [Dulwich ConnectED](#) 网站 [My Safeguarding](#) 页面，查阅更多信息。每一个人都是德威集团安全保障社区的重要组成部分。

## 1 WHAT IS SAFEGUARDING?

### 何谓学生安全保障？

We define safeguarding as *the way in which we provide a safe and effective environment so that all our students can fully develop and learn.*

学生安全保障即指由学校提供一个安全有效的环境，使所有学生都能充分发展、安心学习。

Our safeguarding approach applies to all adults working in DCMI or DCMC offices, visiting, accompanying visitors or working with students in DCI Colleges and High Schools, including staff, volunteers, interns, gap students, contractors, consultants, board members, guests and visitors.

我们的学生安全保障措施适用于在 DCMI 或 DCMC 办公室工作的、参观或陪同访客或与德威国际学校或国际高中学生接触的所有成年人，包括：全体员工、志愿者、实习生、间隔年学生、承包商、顾问、校董事会成员、客人和访客。

### 1.1 Our commitment

#### 我们的承诺

We take every step in all areas of our practice to ensure that students in our care are protected from all forms of abuse and neglect.

我们将在各方面采取一切措施来确保我们的学生不受任何形式的虐待和忽视。

*"At Dulwich College International we believe that Safeguarding is everyone's responsibility. Everyone in our Colleges and High School s who comes into contact with our Students and*



*their families has an important role to play. To do this effectively, all our staff and volunteers must make sure that at all times they consider what is in the best interests of the child. Students come first."*

*“在德威国际教育集团，我们坚信：学生安全保障，人人有责。德威各所学校中与学生及学生家长接触的每一个人都发挥着重要作用。为有效提供安全保障，德威全体员工和志愿者应务必确保始终如一地将学生的最大利益作为首要问题考虑，把学生的需要放在第一位。”*

[Fraser White](#), Chairman, Dulwich College International

[Fraser White](#)，德威国际教育集团董事长

## 1.2 Our guiding principles

### 我们的指导原则

The following principles underpin our commitment to safeguarding:

下列指导原则是我们兑现安全保障承诺的基石：

- We listen to our students and put them first
- 听取学生的意见，把学生放在首位
- We ensure that safeguarding is central to all that we do
- 确保一切工作始终以学生安全保障为中心
- We ensure that safeguarding is a standing item on all meeting agendas.
- 确保逢会必讲学生安全保障
- We recruit safely
- 招聘人员安全保障为先
- We train every adult working or volunteering in our Colleges/High Schools and Offices
- 国际学校 / 国际高中和总部办公室的每一位成年员工或成年志愿者都必须接受安保培训
- We support the needs of individual students and recognise that some students are potentially more vulnerable than others.
- 注重学生个人需求，理解部分学生可能比其他学生更敏感脆弱。

## 1.3 Our core competencies

### 我们的核心竞争力

Through professional learning and dialogue, we ensure that every staff member and volunteer will meet the following competencies:

我们将通过专业学习和沟通，确保所有员工和志愿者都具备以下能力：

1. Place the student at the centre of all that you do  
凡事始终以学生为中心
2. Understand possible signs and indicators of abuse and neglect  
及时发现虐待和忽视学生的迹象和信号
3. Know how to respond and communicate with students  
知晓如何回应学生需求以及如何与学生交流
4. Be persistent in your response to safeguarding needs  
持续响应学生安全保障需求
5. Understand what might make some students more vulnerable  
了解可能造成某些学生更敏感脆弱的原因
6. Understand this DCMI/ DCMC Safeguarding Policy, related policies and Code of Conduct  
了解 DCMI/ DCMC 的《学生安全保障政策》，以及其他相关政策及《行为准则》
7. Know how to share key information safely and who to share it with



知晓如何安全地分享关键信息以及分享对象

#### 1.4 Our context

##### 我们所处的环境

We believe that every student has a right to feel safe and our child-centred approach is modelled on the [United Nations Convention on the Rights of the Child](#) and we draw upon best practice internationally.

我们认为，每个学生都有权利感到安全；我们以学生为中心的学生安全保障措施是以《[联合国儿童权利公约](#)》为蓝本制定的，同时借鉴了国际上最行之有效的操作方法。

*"We have a shared approach and standards to the way we keep students safe across our Colleges and High Schools. However, we respect that each College or High School must consider their cultural context and any local or national regulations."*

“我们的学校和高中有一套共通的方法和标准为学生提供安全保障。但是，我们也尊重每所学校或高中不得不考虑其所处文化环境以及任何地方性或国家级法律法规的事实。”

[Lesley Meyer](#), Chief Education Officer, Dulwich College International

[Lesley Meyer](#)，德威国际教育集团首席教育官

We have offices in Singapore and Shanghai and Colleges and High Schools in China, Korea, Singapore and Myanmar.

我们在新加坡和上海设有办公室，并在中国、韩国、新加坡和缅甸拥有国际学校和国高中。

We comply with local and national safeguarding legal requirements and meet [all standards](#) required by the Council of International High Schools (CIS).

我们遵守学生安全保障方面的地方性和国家级法律法规要求，同时也符合国际学校理事会（CIS）的[所有标准](#)。

*We recognise that the Covid-19 pandemic has caused us to review our safeguarding procedures and will adapt this policy when needed.*

我们明白新冠病毒疫情已使学校反思学生安全保障程序并开展审查，我们也将必要时修改本政策内容。

## 2. WHAT IS CHILD ABUSE?

### 何谓虐待儿童？

#### 2.1 Indicators of abuse and neglect: Appendix A; [Dulwich ConnectED](#)

虐待和忽视儿童的迹象：附件 A；[Dulwich ConnectED](#)

The indicators of abuse and neglect include:

虐待和忽视迹象包括：

- Physical Abuse



- 身体虐待
- Emotional Abuse
- 精神虐待
- Sexual Abuse
- 性虐待
- Neglect
- 忽视

You can find definitions and more information on [Dulwich ConnectED](#)  
相关定义和更多详情，可登录 [Dulwich ConnectED](#) 查看

### 3 HOW DO WE KEEP OUR COMMUNITY SAFE?

#### 如何保障社区安全？

#### 3.1 Key responsibilities

##### 主要责任

The key roles and responsibilities across the DCI Group can be found below in 3.2. A photo of each key person is on [Dulwich ConnectED](#) and details are posted around each College, High School and office. Important reporting phone numbers of each College/High School are on the back of each lanyard.

德威集团内部的主要职责和责任详见以下 3.2.部分。各关键人员的照片公布在 [Dulwich ConnectED](#) 上，其详细个人信息张贴在各国际学校、国际高中和总部办公室。重要电话号码（用于报告情况）印在工作卡背面。

#### DCI key roles and responsibilities

##### 德威集团主要职责和责任

You can find out more about these roles and responsibilities on Dulwich ConnectED.

可以在 Dulwich ConnectED 上了解有关这些职责和责任的更多信息。

Fraser White DCI Chairman and CEO has oversight of all aspects of this policy and intervention.

德威集团董事长兼首席执行官 Fraser White 负责监督该政策和干预措施的各个方面。

#### The DCI Safeguarding Team

##### 德威集团学生安全保障团队

Lesley Meyer: DCI CedO

Lesley Meyer: 德威集团首席教育官

Kate Beith: Lead Safeguarding Consultant for Training, Development and Case Support

Kate Beith: 首席安全保障顾问：培训、发展和个案支持

Tim Gerrish: Safeguarding Consultant for Quality Assurance

Tim Gerrish: 安全保障顾问：质量保证

Crispian Farrow: Digital Safety Lead

Crispian Farrow: 数字安全负责人

Liz Cleary: HR and Safer Recruitment Lead (interim)

Liz Cleary: 人力资源和更安全招聘负责人（临时）



**Annabel Parker:** Lead Trainer for DCMI (English and Mandarin speaker)

**Annabel Parker:** DCMI 首席培训师（英语和普通话）

**Viv Robinson:** Lead Trainer for DCMC (English speaker)

**Viv Robinson:** DCMC 首席培训师（英语）

*Led by Lesley Meyer. 3 meetings per year (2 online, one face to face)*

*由 Lesley Meyer 负责领导。每年举行 3 场会议（两场线上，一场线下）*

### 3.2 Disclosure, reporting and recording

#### 披露、报告和记录

If any DCMC/DCMI member of staff based in the office has concerns about a student they should report to Lesley Meyer CEEdO.

如果总部办公室的 DCMC/DCMI 员工对某一位学生的安全保障有担忧，应向首席教育官 Lesley Meyer 报告。

Across DCI, we take a systematic approach to managing concerns, considering:  
在德威集团，我们用系统化的方法处理安全保障方面的问题，同时考虑下列因素：

- each student's developmental needs
- 每位学生的发展需求
- the duty of care of those looking after each student
- 照顾学生的员工应负的义务
- family and environmental factors
- 家庭和环境因素

We define concerns as:

我们将问题分为以下两类：

- **Child Protection concerns**, where the student is at significant or immediate risk of harm
- **儿童保护问题**，即学生处于重大或直接伤害风险中
- **Safeguarding concerns**, where the student is potentially vulnerable, but not at significant or immediate risk of harm
- **学生安全保障问题**，即学生可能受到伤害，但尚未处于重大或直接伤害风险中

All DCMC or DCMI staff working in, volunteering or visiting DCI Colleges and High Schools must report concerns immediately; they must maintain confidentiality and report immediately to the identified CPO or Deputy CPO. They will be asked to record their concerns on the Confidential Record of Concern form (available from the CPO): Appendix C; [Dulwich ConnectED](#). These will be added to CPOMS, the DCI digital platform for child protection data. 德威国际学校和国际高中的全体DCMI或DCMI员工、志愿者或访客一旦发现任何问题，必须立即上报。上述人员应对问题予以保密并立即上报给指定的儿童保护专员或副儿童保护专员。上报人需在问题保密记录表中（可向儿童保护专员索要该表）录入具体问题（参见附件C；[Dulwich ConnectED](#)）。这些将被添加到CPOMS，即DCI儿童保护数据数字平台。

DCMC/DCMI Staff will  
DCMC/DCMI员工





- be supported if they report any concerns about a student
- 在报告学生遭遇的任何问题时，都会得到支持
- be expected to ensure that any reports written about any safeguarding situation are child-centred, in the student's best interests, rooted in child development and informed by evidence.
- 应当确保与任何学生安全保障情形相关的报告均以学生为出发点，符合学生的最佳利益，植根于学生发展需要，并且有据可考。

More information about what happens after a case has been recorded can be found on ConnectED.

有关个案记录后续发展的更多信息，请访问 ConnectED。

### 3.3 Confidentiality

#### 保密

All members of its staff will ensure that all data relating to all students is confidentially managed in accordance with the requirements of DCI and applicable national or local guidance, laws or regulations.

全体员工将确保根据德威集团以及相关国家或地方性指导方针、法律或法规的各项要求对所有学生数据进行保密管理。

- A DCMI or DCMC staff member reporting any safeguarding concerns will adhere to the lines of communication, ensuring confidentiality.
- 上报学生安全保障问题的DCMI或DCMC员工应遵守信息上报通道方面的要求，以确保问题的保密性。
- Any member of DCMC/DCMI staff who has access to confidential information about a student and / or the student's family must take all reasonable steps to maintain confidentiality.
- 对学生和/或学生家长的保密信息拥有访问权限的任何DCMC/DCMI员工都必须采取一切合理的措施维护该等信息的保密性。

Regardless of the duty of confidentiality, any DCMC/DCMI member of staff who has reason to believe that a student is at immediate or significant risk of harm, has a duty to forward this information without delay to the CPO or the CedO

任何 DCMC/DCMI 员工（无论是否负有保密义务）如有理由认为某名学生处于直接或重大伤害风险中，都有义务毫不迟疑地将以上信息传达给儿童保护专员或德威集团首席教育官。

- DCMC/DCMI will ensure that all members of staff and employees are familiar with the procedures for writing a confidential written record of any incidents. Appendix C; [Dulwich ConnectED](#).
- DCMC/DCMI将确保全体员工都熟悉书写安全事件书面保密记录的各项程序（详见附件 C; [Dulwich ConnectED](#)）。
- DCMC/DCMI Members of staff and volunteers are **not** required and must not investigate; staff or volunteers who believe that a student may be at risk will immediately refer concerns to their CPO.
- DCMC/DCMI员工和志愿者无须也不得私自调查；如其认为学生可能处于风险中，应立即将相关问题上报儿童保护专员。
- DCI encourages a culture of safe reporting for all members community, including concerns adults and children, including peer on peer abuse, either online or in person.



- DCI鼓励为学校社区所有成员营造安全报告氛围的文化，包括成人和儿童遭遇的问题，以及同伴虐待问题（无论通过网络实施还是当面实施）。

### 3.4 Safer recruitment

#### 更安全的招聘程序

As part of our commitment to ensure that students are protected while at any DCI College or High School, we will carefully select, screen, train and supervise our DCMC/DCMI staff.

作为确保学生在德威国际学校或国际高中受到保护的承诺的一部分，我们会采取更谨慎仔细的态度对 DCMC/DCMI 员工进行挑选、筛查、培训和监督。

Details of the safer recruitment policy followed can be found in the DCI Recruitment Policy on [Dulwich ConnectED](#).

有关更安全招聘政策的更多详情，请参见发布在 [Dulwich ConnectED](#) 上的《德威招聘政策》。

#### Professional safeguarding learning

##### 学生安全保障专业学习

DCMC/DCMI Offices have a Safeguarding Training Team consisting of two lead Safeguarding Trainers.

DCMC/DCMI 办公室拥有一支由两名首席安全保障培训师组成的安全保障培训团队。

The DCI Safeguarding Consultant will support the DCMC/DCMI Safeguarding Training Programme.

DCI 学生安全保障顾问为 DCMC/DCMI 学生安全保障培训项目提供支持。

All DCMI Training supports staff in ensuring that they meet the required DCI Safeguarding Competencies.

所有 DCMI 培训项目都有助于员工确保其符合德威学生安全保障能力要求。

Training requirements for every DCMIC/DCMI staff member can be found in the DCI Competency and Training Framework: Appendix E; [Dulwich ConnectED](#).

DCMIC/DCMI 员工的培训要求请参见《德威能力与培训框架》：附件 E；[Dulwich ConnectED](#)。

Find out more about the role of the Safeguarding trainer in Appendix B; [DulwichConnectED](#).

The role of the Safeguarding Trainer that will be added to each job description so that this role forms part of the professional review process.

有关学生安全保障培训师职责的更多详情，请参见附件 B；[DulwichConnectED](#)。学生安全保障培训师的职责将添加到职位描述中，从而将该等职责列为专业审查流程的一部分。

All training materials for the use of Trainers will be kept in a designated central location on TEAMS. Other resources can be found on [Dulwich ConnectED](#).

供各培训师使用的所有培训资料将保存在 TEAMS 的指定位置。其他资源可登录 [Dulwich ConnectED](#) 查看。



*Our DCMC/DCMI offices are committed to face to face training but in 2020/21 online initial training will be available to support the current Covid19 situation where staff may spend some of induction time in quarantine.*

DCMC/DCM 办公室一直致力于线下培训，但因当前新冠疫情的严峻形势，员工参加入职培训时可能正在隔离，故 2020/21 年首次培训将改为线上培训。

Training schedules will be posted online via [Dulwich ConnectED](#).

培训时间表将发布在学校网站上或通过 [Dulwich ConnectED](#) 发布。

Training is evaluated at the end of each academic year to inform future development.

学校将于每一学年结束时对培训效果进行评估，为未来发展提供指导意见。

Further information, training resources for staff and volunteers can be found on [Dulwich ConnectED](#).

更多详情以及员工和志愿者的培训资源，可在 [Dulwich ConnectED](#) 上查看。

### **3.6 Reflection, reviewing and evaluating for impact**

#### **对安全保障的反思、回顾与评估**

##### **Annual Safeguarding Reviews and Audits Compliance Review**

##### **年度学生安全保障审查和审计合规审查**

Once a year, the CEdO will meet with the DCI Safeguarding Team, using the DCI Safeguarding Compliance Review protocol. Any action arising from this will be incorporated into the DCMC/DCMI Safeguarding Action Plan.

每一年，德威集团首席教育官都会与德威学生安全保障团队举行会议，会上使用德威学生安全保障合规审查方案。经会议确定需要采取的任何行动都将纳入DCMI/DCMC学生安全保障行动计划中。

##### **Two-year audit cycle**

##### **每两年一个审计周期**

The DCMC/DCMI offices will be alternately internally and externally audited on a two-year cycle.

DCMC/DCMI办公室以每两年为一个周期交替开展内外部审计工作。

The internal audit uses the DCI Internal Audit Protocol and is carried out by the CEdO and the DCI Safeguarding Team. The findings of the audit will be discussed in an online meeting with the DCI Audit Consultant.

德威集团首席教育官和德威集团学生安全保障团队将根据《德威集团内部审计方案》开展内部审计工作，并与德威审计顾问召开线上会议，讨论相关审计结果。

The external audit is conducted using an agreed protocol by an external consultant. The action plan resulting from the audit will be agreed and signed by the following:

外部顾问将根据商定的方案开展外部审计工作。根据审计结果制定的行动计划由以下人士签字确认：

- The DCI auditors
- 德威审计员
- The CEdO
- 德威集团首席教育官
- The Chairman
- 董事长



The CEo will ensure that the DCI Safeguarding Group, will review the action plan at three meetings per year.

德威集团首席教育官将确保德威学生安全保障组每年召开三次会议，对该行动计划进行审阅。

### 3 HOW SHOULD WE BEHAVE?

#### 我们该如何规范行为？

#### 4.1 Codes of conduct

##### 行为准则

DCMC/DCMI have a duty to ensure that professional behaviour applies to relationships between staff and students and that all members of DCMC/DCMI staff are clear about what constitutes appropriate behaviour and professional boundaries.

DCMC/DCMI有义务确保其所有员工在与学生接触过程中秉承其职业行为准则，并且所有员工都应清楚何为适当行为，以及其职业界限在哪里。

Induction training will be based upon the Code of Conduct. Once completed, all staff will sign the **DCI Safeguarding Code of Conduct**. Appendix F: [Dulwich ConnectED](#). This will be reviewed annually.

学校将基于《行为准则》开展入职培训。培训结束后，所有入职人员将签署《德威学生安全保障行为准则》，并且每年重签一次（参见附件 F: [Dulwich ConnectED](#)）。

#### 4.2 Volunteers, visitors and contractors

##### 志愿者、访客和承包商

We recognise that some people who may be unsuitable for working with children, may use volunteering as an opportunity to gain access to students. Sometimes these volunteers may be arranged by staff from the DCMC/DCMI Offices.

我们意识到有些不适合从事儿童相关工作的人士可能会通过志愿者活动接近学生。有些时候，一些志愿者可能还是 DCMC/DCMI 办公室的员工安排的。

DCMC/DCMI staff must be mindful of any visitors that they take to a College/High School campus and it is their responsibility to accompany them and make sure they follow all safeguarding guidelines. All visitors who come on campus will be asked to read the Safeguarding statement before being issued a visitor's pass.

DCMC/DCMI 员工必须留意他们带到德威国际学校/国际高中的任何访客，有责任陪同并确保他们遵守所有学生安全保障指南。所有进入校园的访客在获得访客通行证之前，都必须阅读学生安全保障声明。

The DCMC/DCMC office will ensure that all service providers and contractors they work with must sign the DCI standard Supplier Agreement: Appendix N, in order to put the onus on the service providers to warrant that their personnel have no criminal or violent record, no inappropriate behaviour, and the service providers have known them for a period of time to know their personnel adequately and that any personnel from these companies will sign the Safeguarding Code of Conduct, that they are supervised on site and given appropriate training. DCMC/DCMC 办公室确保与其合作的所有服务提供商和承包商都必须签署《德威统一供应商协议》（参见附件 N），服务提供商/承包商必须承担以下保证义务：其人员无任何犯罪或暴力记录或者任何不当行为；服务提供商/承包商对其人员已有一定时间的充分了解；并且其所有人员都将签署《学生安全保障行为准则》并接受现场监督和适当培训。



#### 4.3 Allegations against a member of staff, volunteer or board member

##### 针对员工、志愿者或委员会成员的指控

When an allegation is made against a staff member or other adult, whether by a student or another adult, the DCI procedure for managing allegations will be followed as outlined in the

[Management of Safeguarding Concerns and Allegations about the Conduct of Staff Policy](#)

当员工或其他成年人遭到指控时，无论指控人是学生还是另一名成年人，都应遵循[《关于学生安全保障问题及员工行为相关指控的管理政策》](#)中列明的德威指控管理程序。

#### 4.4 Safeguarding whistleblowing guidance

##### 学生安全保障事件举报指南

A DCMC/DCMI staff member may recognise that something is wrong but may not feel able to express concerns because of loyalty to colleagues or a fear of harassment or victimisation. We encourage all adults to ensure that students are their priority and should not be unnecessarily at risk. This is known as 'whistleblowing'.

出现反常现象时DCMC/DCMI员工可能会有所察觉，但出于同事间的信赖或害怕遭到骚扰或伤害使其深感无力对此提出疑虑。我们鼓励所有成年人都将学生放在首位，并保护学生免遭不必要的风险。因此遇到相关问题，应进行‘举报’。

Reasons for whistleblowing:

举报理由：

- Every individual has a responsibility to raise concerns about unacceptable practice or behaviour in relation to the safety and welfare of our students.
- 对于损害学生安全和身心健康的任何不可接受的做法或行为，每个人都有责任提出疑问。
- To prevent a problem from becoming more serious.
- 防止问题加重。
- To protect or reduce risks to other students in any College or High School.
- 保护校内其他学生免受伤害风险或降低对其的伤害风险。

How to raise a concern:

如何说出担忧：

- Concerns should be expressed as soon as possible. The earlier a concern is expressed the sooner action can be taken.
- 说出担忧应当尽早。只有越早提出，才能越快采取行动。
- The concern should express exactly what practice is causing concern and why.
- 提出担忧时应明确说明担忧所针对的行为和提出的理由。
- The person raising a concern should approach the Head of College of College / Director immediately if in a College or High School and, in her/his absence, the DCI Chief Education Officer, Lesley Meyer or the DCI Chairman, Fraser White. If the concern is about a DCMC/DCMI staff member the person reporting a concern should approach the DCI CEO, Lesley Meyer or the DCI Chairman, Fraser White.
- 提出担忧的人士应立即联系校长/教务主任，在无法联系到校长/教务主任时，应立即联系德威集团首席教育官Lesley Meyer或德威集团董事长Fraser White。如相关问题涉及DCMC/DCMI员工，则应上报给德威集团首席教育官Lesley Meyer或德威集团董事长Fraser White。
- If a concern is expressed about the Head of College / Director, it should be referred to the DCI Chief Education Officer, Lesley Meyer or the DCI Chairman, Fraser White.



- 如相关问题涉及校长/教务主任，则应上报给德威集团首席教育官Lesley Meyer或德威集团董事长Fraser White。

The next steps:

后续措施：

- The DCMC/DCMI staff member specified in any whistle blowing procedure should be given information about the nature and progress of any enquiries.
- 举报程序中指定处理相关问题的DCMC/DCMI员工有权获取与调查性质和进展相关的信息。
- DCMI/DCMC have a responsibility to protect the staff member from any harassment or victimisation including, where appropriate, keeping the whistle blowing staff member's identity confidential.
- DCMI/DCMC有责任保护举报员工不受骚扰或伤害，包括在适当时对举报员工的身份予以保密。
- No action will be taken against the whistle blower if the concern proves to be unfounded and was raised in good faith.
- 若举报人本着善意原则提出的相关担忧经证明毫无根据，举报人不会受到任何处罚。

Further advice and support

进一步的建议和支持

It is recognised that whistle blowing can be difficult and stressful. Advice and support will be made available to the member of staff concerned.

众所周知，举报可能会让举报人觉得很困难，并且有很大压力。为此，学校会向相关员工提供意见和支持。

#### 4.5 Self-reporting

##### 自我报告

Occasionally a member of staff may have a personal difficulty that they know is impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so that professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of students in the College or High School.

有时，员工可能会遭遇其认为妨碍专业能力发展的个人困难。此时员工有责任与其直属上司讨论该情形，以获得专业和个人帮助。虽然在大多数情形下该报告行为具有保密性，但若因个人困难造成在校学生的身心健康或安全问题，学校便无法保证对该自我报告行为进行保密。

#### 4.6 Safe Touch

##### 安全接触

In accordance the Code of Conduct, physical contact with a student is not appropriate for any DCMC/DCMI staff member.

根据《行为准则》，对于全体 DCMC/DCMI 员工来说，与学生进行身体接触是不适当的。





#### 4 HOW DO WE ENSURE DIGITAL SAFETY?

##### 我们如何确保数字安全？

- The use of ICT equipment and systems are well monitored and appropriate actions are taken where issues are identified. We are committed to ensuring that our Colleges, High Schools and offices are safe digital learning communities through the curriculum, professional development, auditing of systems, working with parents and developing detailed e-policies. When visiting any DCI College or school DCMC/DCMI Staff and any visitors and volunteers who accompany them, are expected to follow the Code of Conduct concerning Safe and responsible use of:
- 所有信息通信技术设备和系统的使用都有在被监控，如发现任何问题，我们都会采取适当的应对措施。我们致力于通过具体课程、专业发展、制度审计、与家长合作并制定详细的电子政策等方式，确保德威国际学校、国际高中和总部办公室始终保持安全的数字学习环境。访问任何德威国际学校或高中时，DCMC/DCMI 员工及陪同的任何访客和志愿者应遵守有关安全的《行为准则》，并负责任地使用：
- internet and social media
- 互联网和社交媒体
- images and videos of children, including their own.
- 儿童的照片和视频，包括他们自己的照片和视频。

##### Safeguarding Policy links

##### 学生安全保障政策链接

Relevant appendices and policy documents referred to in this document can all be accessed on [Dulwich ConnectED](#)

本文件中提及的相关附件和政策文件均可访问 [Dulwich ConnectED](#) 查阅