



SAFEGUARDING CHILDREN POLICY FOR LONDON KOREAN SCHOOL

1. Introduction

LONDON KOREAN SCHOOL (LKS) is a non-profit organisation run for the following purpose: Education for children living in the UK with Korean parent(s) aged from 3 to 15 years old.

The school is based at:

Garrison Lane, Chessington, Surrey, KT9 2JS, United Kingdom

LKS has adopted this safeguarding policy and expects every adult working or helping at the school to support and comply with it. Consequently, this policy shall apply to all members of staff, volunteers/parent helpers, trustees, pupils and parents, and anyone working on behalf of the school.

2. Purpose of the Policy

This policy is intended to protect children who receive any services from us, including those who are the children of adults who may receive services from us. Under this policy, the term 'children' refers to anyone who is under eighteen years of age.

London Korean School believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as staff or volunteer, to guide our approach to child protection and safeguarding.

3. The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviors. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery

- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision.

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

4. Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for London Korean School. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring a safe environment)
- taking positive steps to maintain the safety and wellbeing of children engaging with us as an organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures - understanding the duty to report specific concerns (and understanding how these interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly - acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children

4. Designated Safeguarding Lead (DSL)

Any question, report, or concern in relation to the safeguarding of children should be shared with our Designated Safeguarding Lead (DSL):

Name: **Seong Won Yoon**

Email: **swyoon.lkschool@gmail.com**

Tel: **07910 252372**

5. External contacts - Allegations against people in a position of trust

Adults who work or volunteer with children in the community are in a position of trust.

If an adult who is in a position of trust has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children, then allegations procedures must be followed and reported to the Local Authority Designated Officer (LADO).

The LADO will oversee the allegations management procedure to ensure that the allegation is investigated thoroughly. The LADO will inform the police and/or children's social care if required.

If you have any concerns or allegations of abuse made about an adult working with children, whether paid, unpaid, volunteers, casual, agency or anyone self-employed, should be reported to the Local Authority Designated Officer (LADO) within 1 working day. The LADO can be contacted by:

- Email: LADO@achievingforchildren.org.uk
- Telephone: 07774 332675
- Online: [Submit LADO referral form](#)
- You can use the [Single Point of Access](#)

6. Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our GDPR/ Data Protection Policy which is located at:

School Website: <https://www.londonkoreanschool.com>

7. Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Designated Safeguarding Lead (DSL) should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the DSL as soon as practicable and by no later than the end of that same day.

When any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously.
- provide an appropriate and honest level of reassurance.
- avoid interrogating children and asking probing, intrusive and/or leading questions.
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the DSL and any subsequent safeguarding referral)
- make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided

Upon receipt of any safeguarding concern, the DSL shall consult with any other relevant persons and call a Committee meeting to discuss. DSL also will make any appropriate referrals to the relevant authorities, such as the applicable [Local Authority Children's Services](#) department.

8. Reporting Concerns About Other Adults

Where any person has a concern regarding the conduct of an adult connected to the school, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

This must be raised in the first instance with the DSL (or where this is not appropriate, a different senior member of the school) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with LKS.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the school will include either:

- further initial enquiries
- escalation to the applicable [Local Authority Children's Services department](#) for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the school
- a referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland, or any other relevant regulatory bodies

Any person within the school who has allegations made against them shall be informed properly in a formal meeting of LKS Board of Trustees of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the DSL. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the school who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the school who makes an allegation against another person from within the school shall be listened to, taken seriously, and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

9. Disclosure and Barring Service (DBS) Access Northern Ireland, Disclosure Scotland Checks

Checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake checks with the DBS, Access Northern Ireland, and Disclosure Scotland (whichever is applicable) in relation to are:

All people who undertake activities with children, all service volunteers, all service

providers who provide services accessed by children.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the DBS, Access Northern Ireland and Disclosure Scotland.

10. Safeguarding Children at Events and Activities

10-1. Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children:

Learning Korean language/culture/history, Assemblies, Music Concerts

The Designated Safeguarding Leader (DSL) shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities for the purpose of a specific event.

Although the DSL and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some other requirements which are specific to that occasion. Any such additional documentation will be made available to all those concerned (members of staff, volunteers/parent helpers, parents/carers, etc.) in advance. They should be read carefully and adhered to.

10-2. Venues

All events or activities held by us will typically take place at:

Garrison Lane, Chessington, Surrey, KT9 2JS, United Kingdom

We have carried out a health and safety risk assessment of this location in reference to its safety and suitability for children (see LKS Whole School Risk Assessment). Where any events or activities are held at any other location, we shall also carry out a risk assessment.

The fire safety procedure to be adhered to is outlined in LKS Health and Safety Policy referring to Chessington School Fire Safety and Fire Procedure:

In the event of a fire alarm or a bomb alert, leave the building by the nearest FIRE EXIT and assemble at the Fire Assembly Point located at the playground (Muga) next to the car park

For our more detailed emergency evacuation procedure, see the Fire Safety and Emergency Evacuation Procedure section in our Health and Safety Policy.

10-3. First Aid

We have the following First Aid procedure within London Korean School:

Any accident or injury concerning a child should be brought to the attention of the nearest first aider or the appointed person, and should thereafter be formally recorded in the First Aid Log or Accident Report accordingly.

First Aider

Name: **Jin Hwang**

Email: **jhwang.lkschool@gmail.com**

Tel: **07765 436103**

For our more detailed First Aid procedure, see the First Aid section in our Health and Safety Policy.

10-4. Consent Forms

We shall always obtain written consent from a parent/carer for any event which takes place with children in attendance without their responsible parent/carer present. Consent will be obtained via:

an online consent form by email, or on occasion in written form which shall be made available at the school.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our GDPR/Data Protection Policy.

10-5. Supervision

For most activities and events, our procedure for supervision of children is as follows:

For groups of children aged between 3 and 12, there shall be 1 adult present for every 8 children. For groups of children aged 13+ there will be 1 adult to every 10 children.

Where we hold any events or activities whereby a child attends alongside their parent/carer, parents/carers should ensure that children are properly supervised.

11. Managing Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally.
- approach the situation in a calm and neutral manner.
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others.
- wherever it is justified to physically restrain a child or to physically intervene, keep the

- amount of force used to the absolute minimum, taking into account the risk posed.
- make a written record of the incident and ensure this is reported appropriately to the DSL

Further details regarding our general principles and procedures of managing behaviour can be found in LKS Behaviour Policy.

12. Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child.
- name calling and threats.
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

- All children and any relevant staff shall be spoken to individually to ascertain the facts. Where appropriate, children will receive a first warning and relevant support/education.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

- The child or children who have found to be responsible for persistent behaviour which amounts to bullying of another child shall be banned from attending the premises.

Further specific details regarding our principles and procedures dealing with bullying should refer to our Anti-bullying Policy.

13. Photography

13-1. Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older.

In view of these risks, we will:

- always ask for a written permission from a child and their parent/carer before taking and sharing any image of them (this normally takes place at the time of registration)

- always ensure that a child and their parent/carer are properly informed how an image will be used and shared.
- always ensure that a child's identity is protected as far as is possible within any published material.
- ask that parents/carers, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/carer.
- always store photos in accordance with our Data Protection Policy.

13-2. Members of the Public

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents/carers, and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/carer
- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Further and more detailed information can be found in LKS Photography Policy.

14. Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Anti-bullying Policy
- Behaviour Policy
- Health and Safety Policy
- Whole School Risk Assessment
- GDPR/Data Protection Policy
- Photography Policy
- Parental Complaints Policy
- Code of Conduct for Staff
- Code of Conduct for Trustees

This Policy is approved and robustly endorsed by **LONDON KOREAN SCHOOL** and is due for review every 2 YEARS.

Signed: _____
Mrs Seong Won Yoon (London Korean School, Designated Safeguarding Lead)

Date: 18th November 2023

New Policy, November 2023
 Updated 10 December 2023
 Next Review November 2025