

## Safeguarding Guidelines

These guidelines are intended to be read alongside the Safeguarding Policy, offering practical direction to ensure all staff and faculty uphold the highest standards of care, professionalism, and protection for students. The guidelines aim to promote the welfare of young people and protect them from potential risks and harm.

Staff and faculty are expected to adhere to these expectations to maintain a safe, respectful, and supportive environment. Questions or concerns should be directed to Human Resources, the Designated Safeguarding Lead (DSL), or the Principal/Head of School.

### Updates 2025-2026

**1. Respect and Professionalism.** Treat all young people with respect and dignity. Always maintain a professional demeanor in tone, language, and conduct.

**2. Boundaries in Relationships.** Maintain clear professional boundaries at all times, particularly in teacher-student relationships. Avoid behaviour or familiarity that could be misinterpreted.

**3. Personal Information.** Maintain sensitivity and professionalism when discussing students' personal circumstances. Avoid conversations about intimate or private aspects of students' lives, such as romantic relationships or family matters, unless directly relevant to student welfare or safeguarding and approached with discretion and professional judgment.

**4. Financial Boundaries.** Do not lend or borrow money from students. In rare cases where a foreign currency exchange transaction is necessary, this must be communicated in advance to your line manager in pastoral care (Head of House) and reported to the Students Life office.

**5. Accommodation and Host Families.** Faculty and staff must not host students in their own homes over holiday periods. If supporting a student in finding a host family, arrangements must be approved in advance by Student Services or the DSL to ensure compliance with safeguarding requirements.

**6. Inappropriate Venues.** Students are not permitted to visit KTVs, bars, or nightclubs. If staff or faculty encounter students in such venues, they should ask them to leave and report the incident to the Student Life Office.

**7. Visits to Staff or Faculty Apartments.** Staff may invite groups of students—such as advisory or project groups—to their apartments for a clear educational or pastoral purpose. These visits should be occasional to remain mindful of colleagues' privacy in shared residential spaces. Boundaries must be maintained at all times: staff should never be alone with the first student to arrive or the last to leave, and visits should not create an open-door expectation.

## Safeguarding Guidelines

To avoid behavior, which might be misinterpreted by others, and report and record any incident with this potential, **you must ALWAYS:**

- Consider the needs and circumstances of the young person involved.
- Consider the way in which you offer comfort to a distressed young person.
- Make sure that the physical contact is what the young person wants. It might be appropriate to hold a young person's hand if s/he is distressed – ask them and get permission first.
- **Report immediately** to a member of Safeguarding team or Human Resources team when and how you offered comfort to a distressed young person.
- Record situations which may give rise to concern.
- Be aware that even well-intentioned physical contact may be misconstrued by the young person, an observer or by anyone to whom this action is described.
- Be prepared to explain actions and accept that all physical contact be open to scrutiny.
- Always seek to defuse situations using strategies other than physical interventions.
- Try to defuse situations before they escalate.

- Always use minimum force for the shortest period necessary – preferably with assistance from a colleague.
- Avoid one-to-one meetings with young people in remote or secluded areas of college. Avoid one-to-one meetings with young people off campus. Avoid one-to-one meetings outside of regular school time.
- Where possible ensure there is visual access and/or an open door in one-to-one situations.
- Inform other staff of the one-to-one meeting beforehand, assessing the need to have them present or close by.
- **Report immediately** to a senior colleague any situation where a young person becomes distressed or upset.
- Consider carefully before giving students a lift in a car. In general, it isn't a good idea, however there could be circumstances where the greater risk would be NOT to give a student a lift. For example, after a late return from a college trip, one young person has missed their last bus.
- **Report promptly** any concerns about inappropriate expressions of affection or infatuation from a young person. Avoid giving students personal gifts, as these could be misinterpreted as expressions of inappropriate affection.
- Report any safeguarding concerns promptly, as there is often a limited window of time to intervene effectively. Situations involving student welfare can escalate quickly, and it is important not to delay reporting, as you may inadvertently forget important details over time.

## ***You must NEVER:***

- Use force as a form of punishment.
- Add any students and young people on social media.
- Conduct any form of transaction with young people.
- Borrow from or lend money to young people.
- Give young people a hug because it would make you feel better if you did.
- Touch a young person in a way which may be considered indecent. (staff who are required to provide personal care of an intimate nature are fully trained and follow clear protocols).
- Indulge in horseplay, tickling or fun fights.

## ***Physical Contact with Students***

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one young person in one set of circumstances may be inappropriate in another, or with a different young person. You should therefore, use your professional judgement at all times.

***Physical contact should never be secretive, or for your gratification, or represent a misuse of authority.***

Considerations should be made to young people for whom touching is particularly unwelcome. For example: Some young people may be particularly sensitive to physical contact because of their cultural background, or because they have been abused.

- Touching young people, including well-intentioned gestures such as putting a hand on a shoulder, can, if repeated regularly, lead to serious questions being raised. As a general principle, staff must not make gratuitous physical contact with their students. It is particularly unwise to attribute touching to their teaching style or as a way of relating to students.
- Any form of physical punishment of students is unlawful as is any form of physical response to misbehavior unless it is by way of restraint. It is particularly important that staff understand this both to protect their own position and the overall reputation of the school.
- Some staff are likely to come into physical contact with young people from time to time in the course of their duties. Staff should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.
- Teachers and other staff do, however, have the right to use reasonable physical force to restrain young people in certain circumstances.

## ***Young people in Distress***

There may be occasions when a distressed young person needs comfort and reassurance. This may include age-appropriate physical contact.

- You should use your discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time.
- You should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from a senior manager.

### **Care, Control and Physical Intervention**

The college does not expect you to physically intervene with young people and staff who do so must understand that they are exercising a personal judgement. The College recommends that staff should call for Security to attend and manage the situation.

We recognize that some staff will feel they have to intervene in the most extreme and unusual occasions. This may be where it is necessary for staff to restrain a student to prevent them from inflicting injury to others, self-injury, damaging property, or causing disruption. In such cases only the minimum force necessary may be used and any action taken must only be to restrain the young person. You should be aware that any such physical intervention could be open to challenge and must only be at a minimum level of restraint.

Under no circumstances should physical force be used as a form of punishment. You should have regard to the health and safety of yourself and others. The use of unwarranted physical force is likely to constitute a criminal offence.

Where an employee has taken action to physically restrain a young person, they must make a written report of the incident to their line manager.

*Staff who are required to provide personal care of an intimate nature are fully trained and follow clear protocols.*

### **Behavior Management**

All young people have a right to be treated with respect and dignity. You should not use any form of degrading treatment to punish someone. The use of humour can help to defuse a situation but the use of sarcasm, demeaning or insensitive comments towards young people is not acceptable in any situation.

The Student Handbook gives a clear framework of warnings and sanctions which you are expected to implement.

### **One-to-One Situations**

If you are working in one-to-one situations with children and young people you may be more vulnerable to allegations of inappropriate physical contact and therefore should take actions to minimize that risk.

### **Reporting incidents**

If you believe you may have witnessed inappropriate physical contact by a member of staff towards a young person, it may be sensible to take an informal approach in the first instance. This would involve having a conversation with that colleague to explain how their actions either have been perceived or may be interpreted.

However, there will be circumstances in which a formal approach is required. For example, if the physical contact is clearly unwelcome, inappropriate or unprofessional. Such behaviour must be reported to your line manager who will advise about the next course of action. This may involve Safeguarding Procedures and/or Human Resources procedures.

The college will take action against you if you have acted unprofessionally, or used force to punish a young person or used unnecessary force.

## Key Safeguarding Contacts

*Academic Year 2025-2026*

*This list is kept reviewed and updated annually, and is made available to all students and faculty members. Last reviewed and updated on 2025-06-01.*

### **Designated Safeguarding Lead**

*Vice Principal (Student Life)*

Simon Hua Ma (马骅)

[hma@uwcchina.org](mailto:hma@uwcchina.org)

### **Deputy Designated Safeguarding Leads**

*Head of Social and Emotional Counseling*

Kate Ying Li

[kateli@uwcchina.org](mailto:kateli@uwcchina.org)

*Head of Residential Life*

Nian Liu (刘念)

[nliu@uwcchina.org](mailto:nliu@uwcchina.org)

*Head of Respectful Community*

Jay Weinman

[jweinman@uwcchina.org](mailto:jweinman@uwcchina.org)

### **Principal**

Simon Head

[head@uwcchina.org](mailto:head@uwcchina.org)

### **Expert Team Members**

*Nominated Individual for Safeguarding*

Wesley Chiu (UWC-CSC Board)

[wesley.chiu@uwcchina.org](mailto:wesley.chiu@uwcchina.org)

*Designated Safeguarding Lead at UWC International Office*

[safeguarding@uwc.org](mailto:safeguarding@uwc.org)