

Summary: ESF Safeguarding and Child Protection Policy (v2025)

Dear visitor/volunteer, we look forward to welcoming you to our ESF community. This summary highlights key aspects of our policy and includes several practical suggestions. It refers to your “school liaison” as the staff member who has invited you to the school and/or is your key contact.

What is child maltreatment?

Child maltreatment is when someone does something or fails to do something, that harms a child (anyone under the age of 18) or puts their physical or mental health at risk. This can be done by anyone who has more power or knowledge than the child, making the child unable to protect themselves. It’s not just parents or guardians who can do this, but also domestic helpers, relatives, teachers, classmates, and even strangers. Child maltreatment is commonly grouped into four categories: neglect, physical abuse, sexual abuse, and psychological/emotional abuse.



Why do I need to sign that I have read this summary?

We uphold the value that every child deserves to learn and live in a safe and caring environment. We do not discriminate against any child based on their background, family, gender, sexuality, disability, or age. To support the protection of our students, ESF upholds a safeguarding and child protection policy. This policy advises each school on what to do when it comes to child protection.

For the purposes of your visit/volunteering, this policy exists for your protection, and for our students’ protection. As a visitor/volunteer, you are required to comply with it. Since the full policy contains many sections that don’t apply to your visit, we provide you with this summary instead. The full policy is available upon request. Your agreement to this summary is mandatory for your intended visit/volunteering.

The Child Protection Officers and Reporting Concerns

All schools have at least two staff members with the role of Child Protection Officer (CPO). Speak to your liaison to find out who they are and how to reach them. The CPO is your key contact, through your school liaison, in discussing any issues you may have noticed during your visit. Depending on the length and nature of your visit, such issues may or may not appear, but could include: a student mentioning something worrying to you during a one-to-one conversation, a student asking a question that raises concern with you during a presentation, or two students engaged in an activity that appears harmful. Any such concerns should be raised with the CPO through your school liaison.

Supervision and Professional Conduct

As part of your visit, you are also expected to sign this document. This document provides specific protocols that apply to all adults who interact with our students. One of the aspects around conduct for staff is a legal check of sexual convictions. Due to your status as a visitor/volunteer, this does not apply to you. For your protection, and that of our students, you may therefore be supervised in certain situations whilst you are interacting with our students.

Your school will brief you in more detail about your conduct on-site, including supervising students, who will accompany you, which bathrooms you may use, etc.

Online Meetings

If your work is online, it is important to consider additional factors. Please ensure that your environment is appropriate for students to view. Also, please note that you are not allowed to record students or any student-related information during your online visit.

Keeping yourself safe

If meeting students in person for one-to-one or small group meetings, there are certain measures to take for mitigating risk. This may occur if consulting with a student about university options, for example. Ensure:

- Always inform a staff member (so they can walk past for informal supervision)
- Keep the door open/ajar
- Make sure someone walking past can see both you and the student (sit near a window)
- Keep a professional distance
- Don't position yourself between the student and the doorway
- Do not photograph any ESF student

Communication Channels and Data Privacy

As almost all of our students are under the age of 18, we remind you that you will not be able to ask them for any contact information. These include, but are not limited to, email, phone numbers, WeChat, Instagram or any other social media platform.

Agreement: By signing you agree to abide by the summary described here.

Name:		Signature:
Date:		