Giggling Panda Chinese School

Safeguarding and Child Protection Policy

Last review: August 2026
Next review: August 2027

1. Policy Statement

Giggling Panda Chinese School is a weekend supplementary school offering Mandarin classes to children in small groups across several campuses in North and Greater London. The School is committed to safeguarding and promoting the welfare of all children attending its sessions. This policy outlines how we meet our responsibilities under UK safeguarding legislation and guidance, including Keeping Children Safe in Education (KCSIE, 2024) and Working Together to Safeguard Children (2018).

Safeguarding means protecting children from harm, preventing impairment of health or development, ensuring safe and effective care, and taking action to enable all children to achieve the best outcomes. All staff, tutors and volunteers have a duty to act in the best interests of the child.

2. School Context

Giggling Panda Chinese School operates on weekends, typically for one-hour lessons per student each week. The School hires classrooms from different secondary schools through venue providers. During hire periods, the School is responsible for the direct supervision and welfare of all children in attendance, while the host schools remain responsible for the premises' structural safety and fire systems.

3. Designated Safeguarding Lead (DSL)

The overall Designated Safeguarding Lead (DSL) for Giggling Panda Chinese School is Ms Emily Liu, Head Teacher of the main school. She holds overall responsibility for safeguarding and child protection across all campuses.

Each campus has a Deputy Headteacher or Campus Lead who acts as the on-site safeguarding contact during school hours. They are responsible for ensuring that any concerns are managed promptly and referred to the DSL for further action or advice.

The list of all campus safeguarding contacts is maintained in the School's Safeguarding Register and reviewed each term.

DSL contact (for safeguarding matters): admin@gigglingpanda.co.uk

4. Responsibilities

All staff, tutors, and volunteers must familiarise themselves with this policy and follow the reporting procedures. Any safeguarding concerns or disclosures must be reported immediately to the on-site contact or the DSL. If the DSL is not available and a child appears to be in immediate danger, staff should contact the police (999) or local authority children's services.

5. Safer Recruitment

All staff, tutors and volunteers who work with children must complete appropriate background checks before starting. This includes an identity check and a standard DBS check suitable for their role. References are also sought where appropriate to ensure that individuals are suitable to work with children.

6. Basic Safeguarding Awareness Training

All staff and volunteers receive safeguarding induction training, which includes recognising signs of abuse, understanding their duty to report concerns, and knowing how to contact the DSL. Refresher guidance is provided periodically, especially when new safeguarding updates are introduced.

7. Recognising and Reporting Concerns

Although staff work with children for short contact hours, they are still well-placed to notice possible signs of abuse or neglect. Types of abuse include physical, emotional, sexual abuse, and neglect. Any concern or disclosure should be reported promptly to the DSL. Staff must not promise confidentiality or investigate themselves.

8. Information Sharing and Record Keeping

The School shares information about safeguarding concerns only with those who need to know to protect a child. Records of any concerns are kept securely by the DSL. The School complies with the Data Protection Act 2018 and GDPR in handling personal information.

9. Allegations Against Staff or Volunteers

Any allegation that a staff member or volunteer may have harmed or posed a risk to a child must be reported immediately to the on-site lead or DSL. The DSL will contact the Local Authority Designated Officer (LADO) for advice. The School follows local safeguarding partnership procedures in such cases.

10. Child Protection During School Hire

Each host venue maintains its own building safety and fire systems. Giggling Panda Chinese School ensures that all staff are aware of evacuation routes, assembly points, and site-specific safeguarding contacts. The School maintains positive communication with the venue management to ensure that safeguarding standards are upheld at all times.

11. Review and Approval

This policy is reviewed annually by the Senior Management Committee and approved by the Head Teacher. It may be updated earlier if there are changes to legislation or to the School's operations.

Appendix A – Campus and Venue Information

The School operates at the following campuses. Each venue's management retains responsibility for the maintenance of fire alarms, signage and premises safety during the hire period.

Campus	Venue Provider	Location	Fire Assembly Point
The Compton School	School Space	North Finchley	Playground / Field
The Archer Academy	School Plus	East Finchley	Car Park
Chiswick School	School Plus	Chiswick	Main Car Park
St Margaret's School	Direct Hire	Watford	Main Car Park
Hammersmith Academy	School Space	Hammersmith	Car Park