CHILD SAFE CHECKLIST FOR CLS

	Strategies	**Comments**
Leadership, governance and culture	☐ There are clear messages about child safety that are available, and easily accessible, to all involved in Community Language Schools. ☐ School leaders and staff show a commitment to child safety by their actions and behaviour. ☐ School leaders and staff can give examples of how they manage risks to safety.	
Empowering children to participate	☐ Children and young people have a say in how the organisation runs and make suggestions for improvement. ☐ Staff empower students and talk about their rights. ☐ The CLS caters for the diverse needs of children.	
Involving family and community	☐ The CLS involves parents, the wider family, and community. ☐ It is clear how to raise a concern about the CLS. ☐ The CLS can access advice and support from others about how to meet the diverse needs of children and young people.	
Child safe and friendly policies	☐ There is a Code of Conduct for staff and volunteers. ☐ There are rules for behaviour for all students. ☐ There are guidelines for physical contact between adults and students, and between the students themselves.	

Managing staff and volunteers	☐ It is clear how the CLS recruits and conducts checks on staff and volunteers. ☐ There is ongoing supervision and support for staff and volunteers. ☐ Staff feel comfortable to raise concerns about the behaviour of other staff members or volunteers or other areas of improvement.	
Safe environments – physical and online	☐ The physical environment is safe and checked regularly. ☐ Children can be seen at all times and in all places. ☐ There are clear rules about communicating with children online or via phones and devices.	
Complaints processes and reporting	☐ The complaints system is clear, child friendly and children are comfortable to use it. ☐ Children and young people re asked to feedback on their experiences. ☐ Staff can give examples of when a student made a complaint and how it was handled.	
Education and development	☐ Staff and volunteers apply their professional learning about their responsibilities to their learning and teaching contexts. ☐ Staff and volunteers know how to spot the signs of child abuse and how to respond. ☐ Information is given to students, parents and other community members about child safety.	
Continuous improvement	☐ The CLS regularly reviews the way it does things and shares this information with parents and the community. ☐ The CLS is audited regularly (internal and external). ☐ Staff, students, and community members are involved in reviews and audits.	