

STAFF & VOLUNTEER CODE OF CONDUCT

Creating a healthy, safe, secure and supportive learning environment for students is the first priority of Chinese International School, and all staff, volunteers and other personnel have a responsibility to act with care, maturity, integrity and accountability to ensure that this is achieved and that students are always protected.

The following is a list of standards that staff and volunteers are expected to uphold, as well as inappropriate behaviours to avoid. Please be aware that this list is not exhaustive, and the underlying goal of protecting students should be kept in mind at all times.

This Staff & Volunteer Code of Conduct applies to all individuals hired to work on campus, or to work with students on or off campus, or volunteering to work with students in a supervisory role, and to all interactions with students regardless of age or location, both in their professional and private lives.

STAFF & VOLUNTEERS MUST ALWAYS...

1. Maintain a Safe & Positive School Environment

- **Remember that your first priority is the protection and wellbeing of students.**
- **Treat every student in your care with courtesy, care and respect** -- just as you would treat any adult member of the school community and as you would wish to be treated yourself.

2. Identify & Report

- **Take responsibility for knowing what constitutes a potential risk**, for promptly identifying situations that may place a student at risk of harm, and for managing, minimising or eliminating such risks.
- **Take responsibility to immediately report any concerns** to one of the Child Protection Officers (CPOs) and/or responders. *(In the case of concerns involving another member of staff, report to the Deputy Head of School, Director of Finance & Business Administration, Director of Community Relations, or Director or Deputy Director of Hangzhou CIS.)*

This is a mandatory CIS requirement, and may differ from requirements under Hong Kong law. All reports should include a written statement using the [Child Protection Reporting Form](#).

- **Cooperate fully in any follow-up measures, including investigations.**

3. Maintain Visibility

- **Make yourself as visible as possible to other adults when working with students**, and avoid putting yourself in situations where your behaviour could be open to question and therefore misinterpreted. *(A general guideline is to conduct meetings in locations that are public and visible, with doors open and other adults present, preferably on campus.)*
- **Be sure you are never in a situation where you are alone with a student and not visible to others** -- e.g., inviting a student to one's own place of residence, car, or other private location; visiting a student's home or room; or when on trips, sleeping alone in the same room with a student -- unless authorised by a parent/guardian, or in the case of medical or other emergency. *(A general guideline is to have another student or adult in the room or near vicinity while talking to a student after school; or for example, to take two or more students to the bathroom together.)*
- **Take special care in boarding, residential or travel situations**, which may pose additional risks due to dormitory/bedroom/sleeping area configurations and a casual atmosphere. *(A general guideline would be to arrange meetings only in public areas and to clearly alert students and other adults to your presence when necessary to enter dormitories or other sleeping areas.)*

4. Communications, Media & Online Behaviour

- Use materials and media with age-appropriate language and content.
- Conduct communications with students using school-sanctioned channels or platforms.
- Follow the school's guidelines for Online Learning and social media use.
- Do not establish or seek to establish social contact with students or alumni who are under the age of 18 outside of school.
- Make sure photos, video and other media serve a constructive school purpose and present students and activities appropriately and respectfully.
- Upload photos and video to school servers and delete from personal devices within 24 hours or at the completion of a school trip.
- Take special care in the online learning situation, which has created spaces where the professional/academic and domestic/private lives of staff, students and parents have become visible to each other.

5. Appropriate Language & Discipline

- Only use language or discipline that is corrective and aims to teach, rather than language or discipline that is harsh and that aims to punish or humiliate.
- Avoid all physical punishment.
- Be aware of sensitive topics, and which references to avoid in relation to the school's NSL guidelines.

6. Fair, Equal & Respectful Treatment

- Always treat students fairly and equally so no students are favoured or excluded.
- Give comments, suggestions or advice to students that are about learning and learning-related work, performance and efforts. Do not give comments, suggestions or advice -- whether positive or negative -- about a student's physical appearance or other overly personal matters.
- Do not give or receive gifts without parent or guardian knowledge (refer to [the school's Gift Policy](#)).
- Never act in ways that may exploit a student. Never ask or directly or indirectly coerce a student to provide labor or services, especially those that result in the adult's gratification, profit, or other financial or personal advantage.

7. Appropriate Clothing & Physical Contact

- Limit physical contact to safe practice (refer to [Safe Touch Policy](#)) related to physical activities such as sports, or medical or other emergencies, and make sure that contact is age-appropriate, respectful and safe.
- Wear clothing which is appropriate to the learning environment and context.
- Never engage with a student in any emotional or romantic relationship, sexual activity and/or physically intimate activity, or behaviour that could be interpreted as the above, including flirtatious or seductive looks, regardless of the student's age, and regardless of the definition of legal consent and the age of majority in Hong Kong or other relevant jurisdictions. (In the interest of transparency, any concerns regarding a student's perceived infatuation with a staff member should be reported to the staff member's supervisor to allow third-party monitoring of the situation.)

CIS premises are non-smoking, whether indoors or outdoors. Please use restrooms designated for adults. Please also familiarise yourself with emergency evacuation signage and proceed to the nearest exit in case of an alarm. Our campus is protected by CCTV.

《教職員工和志願者行為守則》

為學生創造一個健康、安全、受保護和給予支持的學習環境是漢基國際學校的首要任務，全體教職員工、志願者和其他人員都有責任以謹慎、成熟、正直和負責任的態度行事，保證實現這一目標，確保學生始終受到保護。

以下是教職員工和志願者應遵守的標準，以及應避免的不當行為。請注意，這份清單並不是詳盡無遺的，根本目標在於時刻牢記保護學生。

本《教職員工及志願者守則》適用於學校的所有人員，不論是長期、合約或短期教職員工、實習生或志願者，亦適用於所有在工作 and 私人生活中與學生的互動，不論其學生年齡或地點。

教職員工和志願者必須始終：

1. 確保一個安全積極的學校環境

- 請記住，您的首要任務是保障學生的安全和福祉。
- 以禮貌、關心和尊重的態度對待每一個學生——就像對待學校裡的任何成年人一樣，就像您希望自己如何被對待一樣。

2. 識別和舉報

- 有責任了解構成潛在風險的因素，及時發現可能會對學生造成傷害的情況，並管理、降低或消除這些風險。
- 若有懷疑發生虐待兒童的情況，應立即向任一兒童保護專員及／或相關負責人通報；如涉及另一名教職員工，請向學校副校長、財務及行政總監、公共關係部總監或「杭州漢基」總監或副總監通報。這是漢基的強制性要求，可能與香港法律的要求有所不同。所有通報應包含一份[保護兒童通報表](#)的書面聲明。
- 充分配合任何跟進措施，包括調查。

3. 保證可見性

- 和學生一起時，盡量讓別人看到您，不要讓自己的行為受到質疑或誤解。（一般原則是，在公共場所和能被看見的地方開會時請開著門，並且要有其他成年人在場，最好是在校園裡。）
- 確保不會出現與學生單獨在一起而不被別人看到的情況——例如邀請學生到自己的住處、汽車或其他私人場所；參觀學生的家或房間；或者在旅行時，和一個學生單獨睡在一個房間裡——除非已得到家長／監護人的授權，或在醫療或其他緊急情況下。
- （一般原則是，放學後和學生交談時有另一個學生或成年人在場或在附近；例如帶兩名或兩名以上的學生一起去洗手間。）
- 在登機、住宿或旅行情況下須十分謹慎，這可能會因宿舍／臥室／睡覺區域和休閒氛圍而帶來額外的風險。（一般原則是，僅在公共場所安排見面，並在必要時明確提醒學生和其他成人自己將進入宿舍或其他睡覺區域。）

4. 通訊、媒體和網上行為

- 使用與學生年齡相符語言和內容的資訊與媒體。
- 使用學校認可的渠道或平台與學生進行溝通。
- 遵守學校網絡學習及社交媒體的使用指引。
- 不要在校外與未滿十八歲的學生或校友建立或尋求建立社交關係。
- 確保照片、視頻及其他媒體對學校有建設性作用，並恰當地展示學生及活動，令學生受到尊重。
- 24小時內或學習旅行結束時將含有學生的照片／視頻上傳至學校存儲空間，並在個人設備中刪除。
- 進行網上學習時須格外謹慎，教職員工、學生和父母在此可互相看到對方的專業／學術環境及家庭／私人生活。

5. 適當的言語和懲戒



- 使用的語言或懲戒僅以改正對方行為和教學為目的，而不是為了嚴酷地懲罰或羞辱。
- 避免所有形式的體罰。
- 注意敏感話題並避免提及有悖於學校國安法指南的相關內容。

6. 公平、平等及尊重地對待

- 保持公平及平等地對待每一位學生，所有學生既及不受到偏愛，也不受到排斥。
- 評論、建議或勸告應與學習、與學習相關的任務、表現與努力。不應對學生的外貌或其他過於私人的事情給出評論、建議或勸告——無論是正面的還是負面的。
- 在家長／監護人不知情的情況下，不應給予或接受學生的禮物 ([參閱學校禮品政策](#))。
- 不應採取可能剝削學生的行動。永遠不要直接或間接地強迫學生提供勞動或服務，尤其是那些能給成年人帶來滿足、利潤，帶來經濟上或個人利益的勞動或服務。

7. 適當的衣著及身體接觸

- 身體接觸應限制於身體活動相關的安全行為 (參考 [《安全接觸政策》](#))，例如體育、醫療或其他緊急情況，並確保接觸是與年齡相符、給予尊重及安全的。
- 衣著合體，適於教學、環境與場所。
- 不應與學生發生任何可能被視作情感或戀愛關係、性行為或身體上的親密接觸，包括調情或誘惑，無論該學生的年齡，或法律許可的規定和香港或其他相關司法管轄區所設定的成人年齡。(為了保持透明度，任何涉及學生認為教職員工對自己作出不當行為的情況，都應該通報給教職員工的主管，以允許第三方監控情況。)

漢基是一個禁煙校園，無論在室內或室外。請使用成人專用衛生間。請留意緊急疏散標誌，並在警報響起時前往最近的出口。我們的校園已裝設閉路電視監察系統

本人同意遵守以上《教職員工及義工行為守則》

By completing this form, I agree to uphold this Staff & Volunteer Code of Conduct.

姓名 (和身份證件一致) Name (same as ID/Passport)	
簽署 Signature	簽署日期 Date of Signing
身份證號／護照號 ID/Passport #	國籍 Nationality
合同工或其他非漢基員工的公司／機構名稱 Company/Organisation (for contract or other non-CIS personnel)	職位 Job Title