

VISITOR CODE OF CONDUCT

VISITORS MUST ALWAYS...

1. Maintain a Safe & Positive School Environment

- Remember that your first priority is the protection and well-being of students.
- Treat every student 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. Take responsibility to immediately report any hazards or concerns to the person hosting you or other staff in charge.

- These may include physical hazards, as well as behaviour that is disrespectful, harmful, or suspicious, whether by students or adults, between students or between students and adults.

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.
- Be sure you are never in a situation where you are alone with a student and not visible to others.

4. Communications & Media

- Use materials and media with age-appropriate language and content.
- Refrain from seeking contact with students outside of CIS. Your contact details or other personal information should not be given to students and any personal information you may receive about students should not be accepted.
- Request permission from an adult, not a student, before taking photos and videos. Even when permission is granted, avoid close-ups or images that include student names and personal details. Refrain from posting images on social media and delete images from all personal devices after use.

5. Appropriate Language & Conduct

- Be mindful of your language and conduct. Treat students with the same courtesy, care, and respect as adult members of the school community, while at the same time avoiding being overly familiar with students.
- Be aware of using appropriate language and media, and conduct yourself in a suitable, respectful manner.
- 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.
- Avoid giving or accepting inappropriate materials, money, gifts or favours from students and refrain from showing favoritism to particular students in any other way.
- Act in ways that do not exploit a student. Never coerce a student to provide labour or services.

7. Physical Contact

- Avoid touching students. Refrain from intruding on students' personal space and do not reciprocate physical contact from a student.

8. Safety

- Go directly to your destination, and do not wander around the campus.
- Use adult-only washrooms. All washrooms are clearly marked. Be aware that you may need to proceed to another floor to find an appropriate washroom.
- Exit the school in case of an alarm. Evacuation information is posted throughout the campus. Familiarise yourself with evacuation routes and be prepared to proceed to the Sports Field or other designated area in the case of a fire alarm or other emergency.
- Refrain from smoking on our campus, whether indoors or outdoors.
- Our campus is protected by CCTV.

《訪校人士行為守則》

訪校人士必須：

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. 及時向陪同人士或負責的教職員工舉報不安全或可疑的情況

- 這些可能包括身體傷害，以及不尊重、有危害或可疑的行為，無論是涉及學生還是成人，或發生在學生之間，或學生和成人之間。

3. 保證可見性

- 和學生一起時，盡量讓別人看到您。並且不要讓自己的行為受到質疑或誤解。
- 確保不會出現與學生單獨在一起而不被別人看到的情況。

4. 通訊及媒體

- 使用與學生年齡相符語言和內容的資訊與媒體。
- 請勿試圖與學生在校外建立聯繫。請勿向學生提供您的聯繫方式或個人資料，也不接受或保留學生向您提供的任何個人資料。
- 未經成年人的允許，注意不是詢問學生，請勿拍照或錄影。即使獲得允許，也請避免使用顯示學生姓名和個人詳細信息的特寫或圖像。請勿在社交媒體上發布圖像並在使用後刪除圖像。

5. 適當的言行舉止

- 注意自己的言行舉止。以禮貌、關心和尊重的態度對待每一個學生，就像對待學校裡的所有成年人一樣。同時避免有過於親密的行為。
- 注意使用適當的語言和媒介物，並保證禮儀禮貌。
- 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。
- 請勿向學生給予或獲取不恰當的內容、金錢、禮物或任何利益，並且不要以任何其他方式向特定學生表現出偏袒。
- 請勿進行任何可能剝削學生的行為。請勿強迫學生提供勞動或服務。

7. 身體接觸

- 避免觸碰學生。請避免侵犯學生的個人空間，及不要與學生的身體接觸。

8. 安全問題

- 請直接前往目的地，請勿在校園內閒晃。
- 使用成人專用的洗手間。所有洗手間都有清晰的標示。請注意，您可能需要前往另一層樓找到合適的洗手間。
- 在警報響起時離開校園。整個校園都會張貼緊急疏散的指示牌。請留意緊急疏散的路線，並在警報響起時或其他緊急情況下前往操場或其他指定區域。
- 請勿在校園內吸煙，無論在室內或室外。
- 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.