

Example Code of Conduct

This Code of Conduct must be read and signed by all employees of the school, parents, and anyone who will have contact with students as part of a school program, activity, field trip, or other event. The person's signature indicates understanding and agreement to the Code of Conduct.

_____ **International School Code of Conduct**

Introduction

This school is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees, and volunteers. The public and private conduct of faculty, staff, employees, students, and volunteers acting on behalf of the school can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work. Additionally, members of the school community, including parents and students, must be aware of the parameters of the Code of Conduct and the expectation of adult behavior toward children within the school community.

******For the purposes of this Code of Conduct, the phrase “faculty, staff, and volunteers” includes coaches, contractors, and all other adults who work with, or around, children within the school community.

We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must not engage in any covert sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children and youth at all school activities, both on and off campus. We ask families to provide safe environments for children at private events as well.

Physical contact

- We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care,

concern, or celebration. School personnel and volunteers are prohibited from physical discipline of a child.

- Physical contact with children can be misconstrued both by the recipient and by those who observe it and should occur only when completely nonsexual and otherwise appropriate, and never in private. The following are examples of appropriate and inappropriate physical behavior.
- Appropriate physical behavior includes contact that maintains physical boundaries at all times and only consists of public and nonsexual touches, such as:
 - Age-appropriate, child-initiated hugs, or hugs given with consent to meet a child's needs, e.g. saying to a crying student, "What do you need right now?"
 - Holding hands to cross the street safely
 - Support with toileting or changing clothes, as outlined in the Intimate Care Policy
 - To prevent a child from injury (such as catching a child in a fall)
 - To restrain a child from self-harm
- Inappropriate physical behavior is any contact that abuses, exploits, or harasses a child; crosses professional boundaries; or places the needs of the adult above the needs of the child. Inappropriate behavior includes:
 - Slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking
 - Patting the buttocks
 - Touching private body parts
 - Intimate/romantic/sexual contact
 - Showing pornography or involving children in sexualized activities
 - Hugs initiated by the adult to meet the adult's needs, e.g. "I need a hug today—would you share a hug?"

Working with students one-on-one

- One-on-one meetings with a child or young person are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting. All meetings between adults and children must be observable and interruptible.

- The only exception to this rule is where confidentiality needs to be maintained in school counseling or during safeguarding disclosures. In these cases, where an individual meets with a student behind a closed door, individuals should:
 - Ensure there is line of sight into the room that shows the full image of the staff member
 - Conduct risk assessments regarding all regular situations where this occurs, such as with counselors or safeguarding leads
 - Log all such encounters on a formal school system
- When working online with students, staff should avoid being alone with students in a meeting room unless there are other adults in the background of the call. Where this is not possible with online counseling, staff should carefully log all meetings and concerns, and adhere to the school's policy on one-on-one online work.

Reporting concerns

- If we have a concern about a child, or if we are concerned that an adult's behavior may constitute professional boundary crossing, grooming, or abuse, then we report our concerns to the Head of School or the Designated Safeguarding Lead (DSL). Suspected abuse or neglect must be reported to the appropriate school and local authorities.
- Self-reporting is encouraged. If you worry that you have crossed a professional boundary, talk to your supervisor. Likewise, if a child crosses a boundary with you, report the situation to your supervisor.

Adult conduct

- Faculty, staff, employees, and volunteers must refrain from the illegal possession and/or illegal use of drugs and/or alcohol, and from the use of tobacco products, alcohol and/or drugs when working with children.
 - Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people.
 - Staff members and volunteers should not accept gifts from, or give gifts to, children without the knowledge of their parents or guardians.
- The guidance in this Code of Conduct, and our duty of care extends beyond the school gates.
 - If an adult recognizes that they are in a situation where their actions may be perceived as inappropriate, they should remove themselves from that situation. For example, if a school employee enters a bar and finds a group of students drinking at the bar, then the employee should leave the bar.

- If an adult encounters a student outside of school who is in need of help, the adult should help the student and inform their supervisor of the situation.
- Student safety takes first priority in all situations. Some examples of situations that adults might encounter and suggestions for how to intervene include:
 - A student is unsafely inebriated in public: Work to secure the safety of that child, stay in a public space, and inform direct supervisor and the child's parents/caregivers of the situation to get them involved as quickly as possible.
 - A student is alone and visibly distressed in public: Secure the student's safety, remain in a visible public space, and notify supervisor and caregivers.
 - Medical concern or possible health emergency: Seek medical assistance immediately and inform supervisor and caregivers.
 - Student in possession of an unsafe or unauthorized item: Do not handle the situation alone; notify supervisor and caregivers and focus on safety rather than discipline.
 - Student being harassed or threatened in public: Intervene to ensure safety, move to a safer location, and report promptly to supervisor and caregivers.
 - Unsafe transportation situation: Do not transport the student alone without contacting supervisor and caregivers.
 - Concerning online or text communication: Document the communication and notify direct supervisor.

Communication

- Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between parents, administration, teachers, personnel, volunteers, and minors:
 - Any dual relationships with students (close family friendships with parents of students, volunteer positions outside of school that involve students, etc.) are governed by the professional expectations of behavior and adhere to all other points in this Code of Conduct.
 - Any one-on-one encounters with minors must be observable and interruptible.
 - Email exchanges between a minor and a person acting on behalf of the school are to be made using a school email address.

- Faculty, staff, and volunteers who use any form of online communication may only do so for activities involving school business and must occur only on school-supported platforms.
- Faculty and staff will not connect with, or “friend,” any student on any social media platform until five years after the child has graduated from secondary school and reached the age of maturity.
- Faculty and staff employed by the school will not engage in dating or any form of social or “romantic” relationship with a former student until a minimum of five years after that student has graduated from secondary school and reached the age of maturity.
- Volunteers and interns will not connect with, or “friend,” any student on any social media platform, or engage in dating or any form of social or “romantic” relationship with a former student, until a minimum of two years after that student has graduated from secondary school and reached the age of maturity.
- Faculty, staff, and volunteers will not share names or photos of any students on social media without written permission from the students and their parents/guardians.
- Faculty, staff, and volunteers will not store pictures of students on their phones.

Statement of Acknowledgement of Code of Conduct for Signature

I promise to follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in **School** programs.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- To follow the guidance on working and interacting one-to-one with students in this code of conduct.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times and touch children only in ways that are appropriate, public, and non-sexual and meet the needs of the child.

- Comply with the mandatory reporting regulations of the school by reporting any concern about a child or the behavior of an adult to the Head of School or DSL.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Protect the child and the child's family by maintaining confidentiality in the case of a report of misconduct and refusing to share any details about the report with anyone outside of the school's Child Protection Team and relevant authorities.

I will not:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own a ride alone in a car without permission from the child's parent/guardian, unless the child's well-being is in danger. In the case of transporting the child in an emergency situation, I will always make a written report of the circumstances and actions taken as soon as possible to submit to the director.
- Accepts gifts from or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, or social media.
- Connect with or "friend" students on social media.
- Engage in a dating or "romantic" relationship with a student.
- Share photos or names of students on social media without written permission.
- Store pictures of students on my phone.
- Discuss the details of any allegations with anyone outside of the Child Protection Team.

I understand that as a person working with and/or providing services to children and youth under the auspices of **School**, I am subject to a criminal record background check. My signature on my contract confirms that I have read this Code of Conduct and that as a person working with children and youth, I agree to follow these



standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from the school. If a report is made against me, and the allegations are confirmed, the school may share, as per the local laws, the findings with anyone who inquires for a reference about me.

**It is impossible to predict every situation that may arise. In all cases, the staff member is expected to exercise sound judgment to protect the safety and well-being of the child.

Parents:

I understand the rules regarding mandatory reporting that are in place at the school. I agree to maintain an environment in my home and at private events that is free from abuse and neglect, for my own children and any other children with whom I may interact.

Name: _____

Signature: _____

Date: _____