



## **Adult Code of Conduct for Working with Students** **(Community Partners)**

### **GENERAL CONDUCT**

The school requires that all adults on campus or working with students off campus, engage in safe, supportive and respectful interactions with students at all times. The following code of conduct outlines appropriate and required expectations for physical contact, verbal interactions, electronic communication and overall general conduct:

#### **Adults will:**

- Treat every student with respect and engage in only safe and supportive interactions that promote students' social, emotional, physical and academic development
- Ensure any activities or contact with students can be seen and/or heard by another adult
- Ensure that the glass panels and windows in rooms are clear of obstructions or displays at all times
- Comply strictly with the school's child protection reporting procedures
- Cooperate fully with any internal or external investigation of misconduct or abuse of children with full disclosure of all facts and knowledge of the particular situation
- Encourage students and adults to feel comfortable enough to bring forward or report attitudes or behaviour from others that they find unacceptable, threatening or disrespectful
- Exercise special caution when discussing sensitive issues with students, parents or others. Staff must refrain from discussing students' personal issues with others that have no need to be informed
- Ensure that field trips or overnight excursions with mixed gender have at least one female and one male adult chaperone approved by school leaders
- Ensure they are dressed appropriately for all on and off campus school activities (see Code of Conduct/ Staff handbook)
- Only use designated adult washrooms

## **Adults will not:**

- Patronise or treat students, staff, parents or anyone else as if they or their concerns are trivial or inconsequential
- Allow any allegation relating to the safety, security and the welfare of others to go unreported
- Provide students with their personal contact information (mobile number, home address, personal social media accounts and email address, etc.).
- Meet with students outside of sanctioned and approved YCIS activities
- Act or speak in any way that may be perceived as threatening, inappropriate or intrusive
- Make any inappropriate or untrue promises to students or parents, particularly in relation to issues requiring confidentiality
- Form or share any conclusions about others or incidents without checking facts
- Either exaggerate or trivialise any issue relating to physical, sexual, verbal or emotional abuse
- Rely on their reputation or that of the organisation to protect them in the event of allegations of negligent or abusive behaviour
- Engage in any form of harassment, bullying or inappropriate discipline
- Give any individual gifts to a student without informing their parents or the school leaders

## **PHYSICAL BEHAVIOUR**

**Appropriate physical behaviour** includes contact that maintains mutual physical boundaries at all times and only consists of brief age-appropriate, public and non-sexual touches. At times a staff member may need to use physical contact to support or redirect a student. For example: a pat on the back, shoulder, touch on the elbow or holding hands to ensure safety or direction. Young children might initiate hugs but staff members need to ensure it is a brief side hug. Staff members must ensure that their physical interactions with others are professional at all times.

**Inappropriate behaviour** is any interaction on the part of anyone that abuses, exploits, or harasses another person, such as:

- Slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking, spitting or any behaviour that constitutes an assault of any kind
- Intentionally exposing or touching the buttocks, chest or genitalia of themselves or another person
- Any intimate/romantic/inappropriate or sexual contact

- Exposing students to any pornographic or age inappropriate material or involving them in any kind of pornographic or inappropriate activity

## **COMMUNICATION**

All communication between adults and students should be clear and should be confined to school or programme activities. The following are examples of appropriate and inappropriate communication:

### **Appropriate**

- Listening to and respecting the concerns of all students
- Encouraging and/or providing positive reinforcement consistently and equally for all students in the context of the instructional programme
- Using positive language that is age and school appropriate
- Maintaining professional boundaries at all times

### **Inappropriate**

- Making any sarcastic, insensitive, derogatory, ridiculing, offensive, discriminatory, or sexually suggestive comments or gestures to or in front of students, parents, staff or others
- Using uncontrolled anger, profanity, yelling and threatening behaviour
- Conducting or having any kind of romantic, sexual relationship or sexual contact with a student or minor

## **DIGITAL/ONLINE**

The School does not allow community partners to have any contact with students through social media, digital devices, or any other type of personal online platform or digital communication. Allowing any access to electronic devices or sites that may deliberately expose students to age-inappropriate content is also not acceptable.

Permission is required from the school if a community partner wishes to take photographs or videos of students or their work. The school will decide whether further permission is required prior to approval. All digital material must be used for professional purposes only; it cannot be shared on personal social media platforms.

## **Disciplinary Action for Failure to Report Suspected Child Abuse**

The school aims to create a safe, secure and supportive learning environment for students. It is expected that all teaching staff, non-teaching staff, outsourced staff, service providers, volunteers and visitors working with students report all suspected cases of child abuse to the Child Protection Officer immediately.

### **Consequences for knowingly failing to report abuse or neglect or interfering with reporting:**

Any teaching staff, non-teaching staff, outsourced staff, service provider, volunteer or visitor working with students who suspects a child or a young person is being abused and/or neglected, but fails to report such abuse or neglect, or prevents someone from reporting the same will be subject to disciplinary action. The disciplinary action may include suspension or dismissal of an employee, discontinuation of contractual services, loss of volunteer privileges and informing local government authorities and/or the appropriate consulate.

### **Consequences for offenses with respect to abuse or neglect:**

If the school determines that teaching staff, non-teaching staff, outsourced staff, service providers, volunteers or visitors have directly or indirectly participated in any form of abuse or neglect toward or against a child or young person, the individual will face disciplinary action. Disciplinary action may include suspension or dismissal of an employee, termination of a contract or volunteer privileges and informing local government authorities, and/or appropriate consulate. If there is insufficient evidence to pursue a criminal prosecution, then a school disciplinary enquiry may still be undertaken to assess the suitability of this individual to work with students.

**Acknowledgement of the 'Child Protection Policy and Procedures' and  
'Adult Code of Conduct for Working with Students'**

Staff will be required to sign the **Adult Code of Conduct for Working with Students** whenever it is updated. This acknowledgement form will be stored according to the **Procedures for Signing and Filing the Code of Conduct** document.

I understand that as a person working with and/or providing services to students at the school, I am suitable to be working with children and young people. My signature confirms that I have read and understand the **Child Protection Policy and Procedures** and the **Adult Code of Conduct for Working with Students**, and that I agree to comply with the standards contained therein. I understand that any action that violates these policies may result in disciplinary action.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed and Received by:** \_\_\_\_\_