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

**GENERAL CONDUCT**

Yew Chung International School of Shanghai (YCIS) 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 that whenever possible, there is more than one adult present during all activities and contact with students, and if this is not possible, that you are within sight and/or hearing of other adults (e.g. window and door blinds in rooms to be kept open);
* Comply strictly with the school’s student protection reporting procedures noted below;
* Cooperate fully with any internal or external investigation of misconduct or abuse of students with full disclosure of all facts and knowledge of the particular situation;
* Be close to where others are working. If a student specifically asks for, or needs some private time with you, ensure other adults know where you and the student are and that there is a window and/or clear visibility to others from the room or space you are using when working alone with a student;
* Encourage students and adults to feel comfortable and caring 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.

**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);
* 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 behavior;
* Engage in any form of harassment, bullying, or inappropriate discipline;
* Give any individual gifts to a student without informing their parents.

**PHYSICAL BEHAVIOUR**

**The following are examples of appropriate and inappropriate physical behavior:**

**Appropriate physical behavior** includes contact that maintains mutual physical boundaries at all times and only consists of public and non-sexual touches, such as:

* Pats on the back, shoulder or touch on the elbow
* Student-initiated hugs (side hugs most appropriate, not frontal)
* Holding hands to cross the street safely
* Ensure that their physical interactions with others are professional at all times

**Inappropriate physical behavior** is any physical 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 behavior that constitutes an assault of any kind
* Intentionally exposing or touching the buttocks, chest, or genitalia of themselves or another person
* Intentionally touching any body parts of another person other than the head, upper back, shoulder, forearm, elbow, or hand
* Any intimate/romantic/inappropriate or sexual contact
* Exposing students to any pornographic or age-inappropriate image material or involving students in any kind of pornographic activity
* Any intentional and/or inappropriate exposure of the adult's personal sexual anatomy to a student or another person for any reason

**COMMUNICATION**

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

**Appropriate**

* Listen to and respect the concerns of all students
* Encouraging and/or providing positive reinforcement consistently and equally for all students in the context of the instructional program
* Only using language that is appropriate and not offensive or discriminatory in any way

**Inappropriate**

* Any language reflecting uncontrolled anger, profanity, sexual innuendo, or age-inappropriate content
* Any yelling, threatening, ridiculing, or degrading comments
* Making any sarcastic, insensitive, derogatory, racial or sexually suggestive comments or gestures to students or others in front of students, parents, or staff or others
* Conducting or having any kind of romantic or sexual relationship with a child or young person or indulge in any form of sexual contact with a student or under age person

**DIGITAL / ONLINE**

The School does not allow community partners and visitors to have any contact with YCIS 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 or young people to age-inappropriate content is also not acceptable at YCIS.

If a Community Partner wishes to take photographs of a student or students, they must first seek permission from the school and all images must be used for professional purposes only. They cannot be shared on personal platforms.

**YCIS Shanghai’s Expectations for Reporting of Suspected Child Abuse**

As YCIS Shanghai aims to create a safe, secure, and supportive environment for students, it is expected that all teaching staff, non-teaching staff, outsourced staff, service providers, volunteers, and visitors working with children or young people 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 YCIS Shanghai teaching staff, non-teaching staff, outsourced staff, service provider, volunteer, or visitor working with children or young people who suspects a child or young person is being abused and/or neglected and either does not report it or prevents someone from reporting it will be subject to discipline. That discipline can include suspension or dismissal of an employee, discontinuation of contract services, loss of volunteer privileges, and informing local authorities and/or Consulate.

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

If YCIS Shanghai determines that a teaching staff, non-teaching staff, outsourced staff, service provider, volunteer, or visitor working with children or young people has directly or indirectly participated in any form of abuse or neglect toward or against a child or young person, the individual will face discipline up to and including suspension or dismissal of an employee, termination of a contract or volunteer privileges, and informing local authorities, Police, and/or appropriate Consulate.

Co-Principals: Damien Hehir ([damienh@sh.ycef.com)](mailto:damienh@sh.ycef.com)) and Mary Yu ([maryy@sh.ycef.com](mailto:maryy@sh.ycef.com))

Vice Principal: Rob Watson ([robertw@sh.ycef.com)](mailto:robertw@sh.ycef.com))

Child Protection Officer: Zoe Andrews ([zoe.andrews@sh.ycef.com)](mailto:zoe.andrews@sh.ycef.com))

Child Protection Officer Deputy: Sil Lee ([sil.lee@sh.ycef.com)](mailto:sil.lee@sh.ycef.com))

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

I understand that as a person working with and/or providing services to students at YCIS Shanghai, I am suitable to be working with children and young people. My signature confirms that I have read and understood the *Adult Code of Conduct for Working with YCIS Students (Community Partners)* document, and that I agree to comply with the standards contained therein. I understand that any action that violates these policies may result in being reported to the appropriate law enforcement authorities and/or other actions as noted in the *Adult Code of Conduct for Working with YCIS Students (Community Partners).*

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

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

**Company/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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