

Beijing City International School Code of Conduct

Beijing City International School is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees and volunteers who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity.

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

I will:

- * Comply with the relevant laws and regulations of the Chinese government, including but not limited to safety and health related regulations and education industry standards.
- * Place the safety and health of students as the highest priority, stop violations of safety systems and operating procedures in a timely manner, and manage students well on campus to ensure students' safety.
- * Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- * Never be alone with children and/or youth at school activities without another adult being notified.
- * Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth; adults should be aware of the possible harm and misunderstanding associated with the use of sarcasm, especially with second language learners.
- * Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- * Comply with the school's mandatory reporting rules and reflect any potential physical and mental health and safety hazards, including but not limited to incidents of child and/or youth abuse. According to the school's child protection policy, any emergency should be reported in time according to the school's established procedures, and appropriate and effective measures should be taken to fully cooperate with the follow-up investigation and treatment.
- * Communicate clearly between parents and school, to cooperate effectively with parents in family safety and health education.
- * Ensure that safety and health education is integrated with school teaching, participate in various safety education training and drills organized by the school.

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, dragging, 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.
- * Transport a student home alone without the knowledge of their parent or guardian.
- * Accept gifts from or give gifts to children or youth without the knowledge of their parents or guardians. 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 and they must inform their division principal if given a gift.
- * Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving school business without the knowledge of their parents or guardians. Electronic communication that takes place over a school network or platform may be subject to periodic monitoring.
- * Use profanity in the presence of children and/or youth at any time.
- * Share any privileged information about children (demographic, locational, photographic) outside of the school without written, expressed consent.
- * Engage in any form of un-welcome conduct including workplace bullying, discrimination and /or harassment (sexual, physical or verbal).

Please refer to the BCIS Personnel Policy Manual.

I understand that as a person working with and/or providing services to children and youth under the auspices of BCIS, I am subject to a criminal history background check.

Please print your name:

Signature:

Date: