

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, local regulations and rules, and industry norms, 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 school/institute safety systems and operating procedures in a timely manner, and manage students well on campus to ensure student's personal and property 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, comparison, or insulting and sarcastic language when working with children and/or youth; adults should be aware of the possible harm, misunderstanding or mental damage associated with the use of insult and 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 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 school's child protection policy, any emergency should be reported in time according to school's established procedures or this Code of Conduct, 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 school.
- * Conduct myself in and around the community to uphold the reputation and standing of BCIS.

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, satirizing 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.
- * Buy alcohol, drugs, cigarettes, videos, or reading material and so on that is inappropriate and give it to young people.
- * Accept gifts from or give gifts to children or youth without the knowledge of their parents or guardians. Staff members and volunteers must inform their direct supervisor or superior leadership if given a gift.
- * Engage in private communications with children and/or youth, via text messaging, email, WeChat or similar forms of electronic or social media without the knowledge of their parents or guardians. If such communication happens, it shall relate to activities strictly involving school business. Electronic communication that takes place over a school network or platform may be subject to periodic monitoring to ensure it's fairly used.
- * Use profanity or insulting and sarcastic language in the presence of children and/or youth at any time.
- * Share any privileged information about children and/or youth (Demographic data, geographic data, photographic portraits, health information, etc.) outside of school without written consent.
- * Engage in any form of unwelcome conduct including workplace bullying, cold violence, discrimination and /or harassment (sexual, physical or verbal, etc.), etc.

I understand this Code of Conduct acts as a part of my labor contract and has same legal effect. 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, and a summarily dismissal without notice or penalty if I fail to obey any of the above-mentioned code of conduct or teacher's ethical norms.

Please print your name:

Signature:

Date: