



## VISITOR CODE OF CONDUCT

*While you are on campus, keep your badge prominently displayed at all time and help us maintain a healthy, safe and secure learning environment for all our students.*

### PLEASE DO NOT:

1. As a visitor, you must **never be alone with students**. Please keep yourself visible to other members of our community.
2. You must **never touch students**. Please avoid intruding on students' personal space and do not reciprocate physical contact from a student.
3. **Do not seek to contact students outside of CIS**. Do not give your contact details or other personal information to students and do not accept or keep any personal information you may receive about students.
4. **Do not give to or accept from students inappropriate materials, money, gifts or favours**, and do not show favoritism to particular students in any other way.
5. Please **do not smoke on our campus**, whether indoors or outdoors.

### PLEASE ALWAYS:

1. **Be mindful of your language and conduct**. Treat students with the same courtesy, care and respect as adult members of the school community, while at the same time avoid being overly familiar with students. Be aware that language and conduct appropriate in other settings may not be appropriate at our school.
2. **Request permission from an adult, not student, before taking photos and videos**. Even when permission is granted, avoid close-ups or images that include student names and personal details. Do not post images on social media and delete images after use.
3. **Use adult-only washrooms**. All washrooms are clearly marked. Be aware that you may need to proceed to another floor to find an appropriate washroom.
4. **Report hazards or concerns** to the person hosting you or other staff in charge. These may include physical hazards, as well as behaviour that is disrespectful, harmful, or suspicious, whether by students or adults, between students, or between students and adults.
5. **Exit the school in case of an alarm**. Evacuation information is posted throughout the campus. Familiarise yourself with evacuation routes and be prepared to proceed to the Sports Field or other designated area in the case of a fire alarm or other emergency.

*Our campus is protected by CCTV.*

***Please turn over to sign this form.***



## 《訪校人士行為守則》

當您進入校園，請隨時將《訪校人士證》佩戴在顯眼的位置，並幫助我們為所有學生創造一個健康、安全、受保護的學習環境。

### 訪校人士不應該：

1. 訪校人士不應單獨與學生待在一起，請盡量讓學校其他成員看到自己。
2. 任何時候不能觸摸學生。請避免侵犯學生的個人空間，不要與學生的身體接觸。
3. 請勿企圖與學生在校外建立聯繫。請勿向學生提供您的聯繫方式或個人信息，也不接受或保留學生向您提供的任何個人信息。
4. 請勿向學生給予或獲取不恰當的內容、金錢、禮物或任何利益，並且不要以任何其他方式向特定學生表現出偏袒。
5. 請勿在校園內吸煙，無論在室內或室外。

### 訪校人士必須：

1. 注意自己的言行舉止。以禮貌、關心和尊重的態度對待每一個學生，就像對待學校裡的所有成年人一樣。同時避免有過於親密的行為。請注意，在其他環境中可使用的語言和行為可能在我們學校可能不適合。
2. 未經成年人的允許，注意不是詢問學生，請勿拍照或錄影。即使獲得允許，也請避免使用顯示學生姓名和個人詳細信息的特寫或圖像。請勿在社交媒體上發布圖像並在使用後刪除圖像。
3. 使用成人專用的洗手間。所有洗手間都有清晰的標示。請注意，您可能需要前往另一層樓找到合適的洗手間。
4. 及時向陪同人士或負責的教職員工舉報不安全或可疑的情況。這些可能包括身體傷害，以及不尊重、有危害或可疑的行為，無論是涉及學生還是成人，或發生在學生之間，或學生和成人之間。
5. 在警報響起時離開校園。整個校園都會張貼緊急疏散的信息。請留意緊急疏散的路線，並在警報響起時或其他緊急情況下前往運動場或其他指定區域。

我們的校園已裝設閉路電視監察系統。

**本人同意遵守以上規定 | By completing this form, I agree to uphold this Visitor Code of Conduct.**

|  |                   |
|--|-------------------|
| 姓名 (和身份證件一致)<br>Name (same as ID/Passport)                   |                   |
| 到訪日期<br>Date of Visit  | 簽署<br>Signature   |
| 身份證號 / 護照號<br>ID/Passport #                                  | 國籍<br>Nationality |
| 拜訪人員姓名，或到訪原因<br>Person you are visiting, or reason for visit |                   |