



## FUKUOKA INTERNATIONAL SCHOOL

INCLUDE • EMPOWER • IMPACT

# STAFF CODE OF CONDUCT

Fukuoka International School has a legal and ethical obligation to safeguard the welfare of students. Our aim is to build and maintain a proactive environment that protects children by either preventing child abuse before it occurs or by earliest possible detection, intervention, and reporting. All staff are required to be familiar with the school Child Protection & Safeguarding Policy.

### Professional Expectations

All staff should:

- be a positive role model and stay within a professional role;
- set and maintain appropriate boundaries with students;
- be fair and consistent in managing student behaviour;
- understand that as teachers & staff they have significant power in our relationships with students and only use their influence to promote positive developmental growth in FIS students;
- always put the well being of the students first;
- report anything that gives cause for concern to the Head of School and/or the Child Protection Officer;
- treat any information received about students or parents in a discreet and confidential manner.

### Safeguarding Expectations

- All FIS staff will wear their FIS Badge while on campus performing professional responsibilities.
- Visitors without a FIS Badge on school premises will be taken to the office by a staff member.

### Communication Expectations

- Maintaining professional boundaries in all forms of communication is vital to maintaining appropriate professional relationships with students and parents. Faculty and staff at FIS, when communicating with students electronically, school email accounts or school-sanctioned platforms such as Managebac, Google, or Seesaw should be used. There is to be no exchange of private texts, private phone calls, personal email addresses or photos of a personal nature with students.
- The Head of School and/or Child Protection Officer must be informed of correspondence with parents in regards to concerns raised about the physical and /or emotional well being of the student.

### Social Media Expectations

- Staff personal Facebook and other personal social media platforms are not school-sanctioned communication tools between students and staff, and therefore should not be used as a school communication tool. Teachers cannot be 'friends' with students on Facebook or other social media platforms.
- Former students must have left FIS before any type of social media connection should be accepted or requested.
- Students' images cannot be posted on private accounts or professional social media platforms of teachers or staff (even if images are from a school event).

[fis.ed.jp](http://fis.ed.jp)

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### **Day to Day Expectations**

- Physical contact with a student can be misconstrued both by the recipient and those observing, and should occur only when completely non-sexual and otherwise appropriate and never in private.
- One-on-one meetings with a student must be held in a public area; in a room where the interaction can be (or is being) observed (blinds cannot be drawn); or in a room with the door left open, or another staff member is notified about the meeting.
- Students are not to be left unsupervised in a classroom during the school day for an extended period of time.
- FIS staff must only use designated 'Adult Toilets.'
- FIS has a strict no-nut policy on campus and at school-sponsored events.

### **Field Trip Expectations**

- There must be at least 2 chaperones if they must enter hotel rooms of students unless there is an emergency.
- Immediate reporting of disciplinary and/or health and safety issues that occur on the trip to the division principal and the Head of School.
- No consumption of alcohol or use of drugs or tobacco by chaperones at any school-sponsored trip.

### **Guardianship**

- Teachers or staff cannot act as legal guardians of students unless in extenuating circumstances, and only then in prior consultation with, and the approval of the Head of School.
- Teachers or staff cannot visit a student's home without the parent(s) being present.
- No private parties with students unless parents are present are allowed at teachers' homes.
- Team or class dinners at restaurants need the approval of the Principal or Head of School.
- Professional discretion should be used by faculty parents or faculty members should they be in attendance at private parties, on family group trips, or overnight trips in the company of FIS parents and families. Confidentiality regarding school issues must be maintained.

### **Use of Alcohol, Tobacco and/or Drugs**

- Faculty and staff at FIS are expected to respect the laws of Japan pertaining to the consumption of alcohol, tobacco, and drugs.
  - Consumption of alcohol at faculty school-sponsored events is restricted to the explicit permission of the Head of School.
  - Alcohol cannot be consumed or stored in the classrooms at any time. Staff parties are restricted to designated areas and designated times by the Head of School.
- The entire FIS campus is a non-smoking environment.
- At no time can an adult employed by FIS purchase for, or share/supply with, a student any alcohol, tobacco, or drug product.

### **Consequences**

Consequences of failure to comply with the Code of Conduct may result in any or all of the following, dependent on the seriousness of compliance failure:

- Official Reprimand recorded and placed in the employee's file
- Suspension with pay until an official investigation has been conducted
- Immediate dismissal



## Acknowledgement

I acknowledge that I must comply with the mandatory reporting regulations of FIS and report any concerns, suspicions, or certainties about possible abuse or maltreatment of a student in accordance with the general procedures of FIS Safeguarding Policy. For more details of professional expectations, refer to the Faculty Handbook.

I acknowledge that I will cooperate fully in any investigation of abuse of students.

I understand that any action inconsistent with the FIS Code of Conduct, or failure to take action mandated by the Code of Conduct, may result in disciplinary action including possible termination of the contract.

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

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

Date: