

Responsible person(s): **Head Master, DoFO, HRC**  
负责人: **校长, 财务及运营总监, 人力资源委员会**

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## Introduction

### 简介

The School is fully committed to Child Protection and Safeguarding and fulfilling its responsibilities for protecting students from abuse. The aim of this document is to establish a code of appropriate conduct for all staff working for and at the School in full time, part time and volunteer capacities and whether employees or not. This Code of Conduct will ensure that every adult acting on behalf of the School recognises the responsibilities that accompany their work with children and young people. This Code of Conduct applies to the public and private conduct of every member of staff at the School and is in line with the School's Job Descriptions, Employment Agreements, Service Agreements and the policies outlined in the Employee Handbook and Policy Compendium. It is understood that, on occasion, a member of staff may be unsure as to whether he/she has undertaken behaviour in breach of the Code of Conduct. In such circumstances, the member of staff is encouraged to self-disclose by reporting the behaviour to his/her Line Manager or an appropriate member of the Senior Leadership Team.

学校致力于保护儿童和保障儿童权益, 并履行其保护学生免遭虐待的责任。本准则旨在为所有为学校或在学校全职或兼职的工作人员(包括学术、行政、后勤支持、设施管理等各部门工作的学校雇员或非学校雇员及其他工作人员、志愿者、休学期学生和实习生)建立适当的行为准则。本行为守则将确保在学校工作的每个成年人都认可其与儿童和未成年人一起时应承担的责任。本行为守则适用于在学校工作的每位工作人员在公共场合的行为和其私人行为, 并符合学校的岗位职责说明书, 劳动合同, 劳务合同以及《员工手册》和学校系列政策及行为准则中所述的规定。有时工作人员可能不确定他/她的行为是否违反此《行为守则》。在这种情况下, 我们鼓励工作人员自行向其直属经理或高级领导团队的成员报告其行为以寻求指导与协助。

This Safeguarding Code of Conduct is to be read and signed upon initial appointment and then upon renewal of contract by all employees, service providers and volunteers acting on behalf of the School.

所有为学校工作的雇员, 为学校提供服务的外包服务方员工、外聘的教练、外聘的音乐老师和志愿者均应阅读并签署本《行为守则》。

## Rules

### 守则

#### 1. Staff - Student conduct:

##### 第一条 工作人员与学生相关的行为

- 1.1. All Staff must ensure that a professional rapport is established and maintained between them and the students at all times. They must be aware that they are responsible for maintaining clearly defined and professionally appropriate physical,

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sexual and emotional boundaries in the way that they interact with the students both physically and verbally.

所有员工必须确保他们与学生之间建立和保持专业而融洽的关系。工作人员必须注意在与学生进行肢体和语言互动时, 他们有责任时刻保持应有的界限, 避免在肢体接触、感情或性方面有任何越界行为。

**1.1.1. Staff must only use the toilet facilities designated for adults.**

工作人员只能使用成人专用的洗手间。

**1.2. Staff have a duty to intervene when there is reasonable cause to suspect that a student is being abused or is at risk of abuse. All concerns must be reported to the designated Child Protection Officers immediately.**

在有合理原因怀疑学生受到虐待或有遭受虐待的风险时, 工作人员有责任进行干预。所有疑似情况都必须立即报告给指定的儿童保护负责人。

**1.3. Staff must show discretion before making physical contact with a School student. If physical contact is deemed appropriate for teaching and instruction, or for providing comfort when a student is in distress, or for health & safety reasons then the member of staff must explain clearly to the School student why they are doing so. The member of staff must always consider how his or her actions may be perceived by those observing. There must be no occasion when an onlooker could misinterpret the intentions of the member of staff.**

在与学生进行身体接触之前, 工作人员必须谨慎行事。如果身体接触有助于进行教学和指导的, 或是由于学生处于困境中需要帮助的, 或出于健康和原因而需提供安抚或保护的, 则工作人员必须向学生明确说明为什么这样做。工作人员必须时刻注意学生如何看待他或她的行为。工作人员应确保其行动不会导致任何旁观者误解其行为的意图。

**1.4. Before choosing to make physical contact for teaching and instruction purposes the member of staff should first rely on:**

在出于教学和指导目的的选择进行身体接触之前, 工作人员应首先尝试以下方式:

**1.4.1. Explanation (in English or in Chinese);**

用英语或中文进行口头解释;

**1.4.2. Demonstration by the teacher or by other students;**

老师或其他学生做出示范;

**1.4.3. Diagrams (if available);**

用图解说(若有);

**1.4.4. Videos (if available).**

用视频解说(若有)。

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- 1.5.** Staff should not perform acts of a personal nature for School students that the students can do for themselves - such as using the toilet, changing clothes, drying after swimming and similar acts.  
工作人员不应为学生进行学生可以自己做的个人自理性质的行为, 例如上厕所, 换衣服, 游泳后擦干身体以及类似行为。
- 1.6.** Staff are prohibited at all times from physically disciplining a student. Corporal punishment is not allowed under any circumstances.  
员工在任何时候都不得对学生的身体实施惩戒。在任何情况下均不允许体罚。
- 1.7.** One-to-one meetings with School students should be held in a venue which has a clear line of sight for those not involved in the meeting. Where appropriate the door should be left open. During these sessions, staff should work across a desk rather than side-by-side with the student. Staff should report to a Line Manager any occasions where the student becomes distressed or upset or where the teacher feels uncomfortable about the outcome of the meeting.  
与学校学生进行的一对一面谈, 应在不参与会议的他人可清晰看见的地方进行。在适当情况下, 门应保持打开状态。在这些会面中, 工作人员仍应该与学生隔桌而坐, 而不应与学生并排而坐。在学生感到沮丧、不高兴或工作人员对会面结果感到不安时, 工作人员应向直属上司汇报会面情况。

## **2. Staff Conduct - General**

### 第二条 工作人员一般行为

- 2.1.** The personal and professional conduct of staff is expected to demonstrate high standards of ethics and behaviour and should uphold public trust in the School and its good name.  
工作人员的个人和专业行为应表现出高标准的道德和行为准则水平, 应维护学校的声誉, 不辜负公众对学校给予的信任。

  - 2.1.1.** Staff who are parents of children at the School must clearly delineate the boundaries between their personal and professional roles.  
自身有孩子是本学校学生的作人员, 必须明确区分其作为孩子父母的个人角色与作为学校工作人员专业角色之间的界限。
- 2.2.** Staff must not place themselves in a vulnerable position on account of consumption of alcohol or other intoxicating substances including reporting for duty under the influence of alcohol or suffering from the effects of alcohol or other substance

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misuse and will be dealt with in accordance with the *Disciplinary Policy*. Staff who are not employees will be dealt with as a disciplinary issue under the terms of the contract which may led to suspension or termination.

工作人员不得在身体或精神受酒精或其他有类似副作用的药物的影响下上岗工作, 否则将根据《*纪律政策*》予以处理。对于非学校雇员的工作人员, 将根据外包合同条款处以纪律处分, 严重的将处以停职或解除合同。

- 2.3.** Staff must show tolerance of and respect for the rights of others. Any form of harassment in the workplace is unacceptable and will be dealt with in accordance with the *Disciplinary Policy* and the *Staff Speaking Out (Whistleblowing) Policy*. Staff who are not employees will be dealt with as a disciplinary issue under the terms of the contract which may led to suspension or termination.

工作人员必须宽容和尊重他人的权力。工作人员若在工作场所内做出任何形式的骚扰行为, 学校将根据《*纪律政策*》和《*员工举报政策*》予以处理; 对于非学校直接雇佣的员工, 将根据外包合同条款处以纪律处分, 作为违纪事件处理, 性质严重者可被停职或终止合同。

- 2.4.** Staff must not share private transportation with students without permission from the parents of the student or from a member of the Senior Leadership Team except in an emergency where permission cannot reasonably be given. A member of the Senior Leadership Team should subsequently be informed of such a situation at the earliest possible opportunity.

正常情况下未经学生父母或学校高级领导团队成员的批准, 工作人员不得与学生同乘私人交通工具。若在紧急情况下无法及时收到批复而又有充分理由必须实施同乘私人交通工具, 则在实施后应尽快将此事项告知学校高级领导团队的成员。

- 2.5.** Smoking is prohibited on the whole of the School campus including staff apartments and within sight of the School premises. Staff must not use tobacco products (including e-cigarettes), alcohol or drugs when working with School students. Staff must not give tobacco products, alcohol, drugs, inappropriate images, video footage or reading materials to the students.

在整个学校办公室及校园内(包括员工公寓)以及学校场所附近, 均禁止吸烟。与学校的学生一起时, 工作人员不得使用烟草制品(包括电子烟), 酒精或毒品。工作人员不得向学生提供烟草制品、酒精、毒品、不雅图像、视频和读物。

- 2.6.** Staff must preview any media content for appropriateness before showing it to students.

在向学生展示媒体内容之前, 工作人员必须预览所有媒体内容是否恰当。

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- 2.7.** All telephone communication with students and their parents must be made using a telephone authorised by the School. Staff must not have the personal telephone number of the School students. In exceptional circumstances, where the safety of students might be a concern, teachers may obtain the contact details of students. Permission for this must be given by a member of the Senior Leadership Team. These contact details should be deleted once the exceptional circumstances have passed.

与学生及其父母的所有电话通讯都必须使用学校授权的电话。正常情况下, 员工不得拥有学校的学生之个人电话号码。在对学生的安全有顾虑的特殊情况下, 工作人员可以获取学生的联系方式。获取学生联系方式前必须得到高级领导团队的成员的批准许可。一旦特殊情况解除, 应及时删除这些联系方式。

- 2.8.** All electronic communication with School students and their parents must be made using an authorised school account. Use of staff personal electronic communication accounts to contact students or their parents is not permitted. Staff must not contact students using messaging services or via social media.

与学校之学生及其父母的所有电子通讯都必须使用授权的学校帐户进行。工作人员不应使用其个人电子通讯账户联系学生或其父母。工作人员亦不得使用短息服务或社交媒体与学校的学生联系。

- 2.9.** Use of the School Information and Communications Technology (ICT) facilities must at all times be in accordance with the **Staff Responsible Use Policy** and the **Administrative Measures for the Security Protection of Computer Information Networks Linked to the Internet (2011 Revised)**. All ICT use must be appropriate, professional and lawful.

工作人员使用学校的信息通信技术设施时 (ICT) 必须遵守 **《员工合规使用网络守则》** 和 **《与互联网连接的计算机信息网络安全保护管理措施》** (2011 年修订)。所有 ICT 的使用都必须遵循适当, 专业且合法的原则。

- 2.10.** All gifts received from students or parents must be in line with the **Staff Anti-Bribery and Corruption Policy**.

从学生或父母那里收到的所有礼物都必须符合 **《员工反腐败与反贿赂守则》**。

- 2.11.** Staff should not take photographs of School students on personal devices. Photographs of students should not be included in any School material without first checking with the Marketing Department.

工作人员不应使用个人设备为学生拍照。未经市场部检查, 学生的照片不可用于学校的任何材料中。

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## APPENDIX 1 附录一

### Appendix for Approved Private Coaches

#### 经审核批准的私人教练

A1.1 The arrangements for lessons with students must be made by the Sports and Activities Office. Coaches must not have the personal telephone number of their students nor should coaches contact students using messaging services or via social media.

学生的课程安排由体育和活动办公室负责。教练不得拥有学生的私人电话号码，教练也不得发信息或通过社交媒体与学生联系。

A2.2 Coaches should only engage in school-related work while on the school campus.

教练在学校现场应该只从事与学校有关的工作。

A2.3 Students from other schools should not be invited to participate in these approved coaching sessions.

教练不应邀请其他学校的学生参加这些获批准的私教辅导课程。

A2.4 Coaches must wear the official branded clothing and kit provided by the School when coaching.

教练在进行授课时必须穿着和使用由学校提供的官方品牌服装和装备。

A2.5. Coaches must have ID badges and lanyards with them at all times.

教练必须始终佩戴学校配备的挂绳名牌卡。

A2.6. For the duration of the lesson (and while accompanying students to and from the lesson) the coach accepts the Duty of Care for the student. The coach should be vigilant regarding the health and safety of the student - this includes having knowledge of any severe medical conditions suffered by the student. This information will be provided by the Sports and Activities Office.

在执行授课期间（包括陪同学生往返课程场地期间），教练负有对学生的监护职责。教练应对学生的健康和安全保持关注-包括了解学生曾接受的任何重要医疗史。此信息将由体育和活动办公室提供。

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## APPENDIX 2 附录二

### Appendix for Approved Music Teachers (AMTs)

#### 经审核批准的音乐教师

A2.1 The day-to-day arrangements for lessons with students must be made by the Music Department. AMTs must not have the personal telephone number of their students nor should teachers contact students using messaging services or via social media.

学生的日常课程由音乐管理员安排。教师不得拥有学生的个人电话号码，教师也不得使用消息传递服务或社交媒体与学生联系。

A2.2. It is appropriate to invite a parent or guardian to observe your lesson. Other adults not directly connected to the student should not be invited to observe the lesson.

可以邀请父母中的一人或监护人旁听授课。不可邀请与学生没有直接关系的其他成年人参与旁听课程。

A2.3. For the duration of the lesson (and while accompanying students to and from the lesson) the AMT accepts the Duty of Care for the student. The AMT should be vigilant regarding the health and safety of the student - this includes having knowledge of any severe medical conditions suffered by the student. This information will be provided by the Music Department. Students in Practice Rooms should be monitored at all times.

在执行授课期间（包括陪同学生往返课程场地期间），教练负有对学生的监护职责。教练应对学生的健康和安保持关注-包括了解学生曾接受的任何重要医疗史。此信息发布在教职员工室和学校内部网上。练习室的学生应始终受到监护。