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## ASP Code of Conduct

ASP is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees, volunteers, parents, Board members, and students who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity.

The public and private conduct of faculty, staff, employees, parents, Board members, students, tutors, coaches, bus drivers, contractors, and volunteers and all adults acting on behalf of ASP can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

We should be aware of our own and other persons' vulnerability, especially when working alone with children, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children at ASP.

We must show prudent discretion before touching another person, especially children, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration.

ASP personnel and volunteers are prohibited at all times from physically disciplining a child. Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are best held in a public area; in a room where the interaction can be (or is being) observed, or in a room with the door left open and another staff member or supervisor is notified about the meeting.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Suspected abuse, neglect or observed inappropriate behavior by another person towards a child must be reported as described in the Child Safeguarding Policy of the school.

Adults must avoid the possession or use of illegal drugs at all times. They must refrain from the use of legal tobacco products and alcohol when working with children.

Adults should never provide or share the following with young people: alcohol, drugs, cigarettes, videos, or reading material that is inappropriate

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Adults should not accept gifts from, or give gifts to children without the knowledge of their parents or guardians.

Communication with children is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between ASP parents, administration, teachers, personnel, volunteers, and minors: Communication between ASP (all adults) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited. Email exchanges between a minor and a person acting on behalf of the school are to be made using a school email address.

Electronic communication that takes place over a school network or platform may be subject to periodic monitoring. Faculty, staff, and volunteers who use any form of online communications including social media (Facebook, Twitter etc.) and text messaging to communicate with minors may only do so for activities involving school business and through the use of school approved platforms.

## **ASP Child Safeguarding Acknowledgement of Code of Conduct**

Adults working—on behalf of the American School of Paris must avoid behaviors that any reasonable person could interpret as inappropriate with students. This document can not list all unacceptable actions, but all behavior that would create doubt about an adult’s motivation and intentions must be avoided. I therefore undertake to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children participating in ASP programs.

### **Standards of Behaviour**

This means that I will not:

- behave in a manner which would lead any reasonable person to question my suitability to work with children or to act as an appropriate role model
- make, or encourage others to make sexual remarks to, or about, a student
- use inappropriate language in the presence of students
- discuss my personal or sexual relationships in the presence of students
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such

### **Social Contact outside the Workplace**

This means that I will:

- always receive approval for any planned social contact with students outside of school
- advise the student’s division director of any regular social contact I have with a student which could give rise to concern (eg. tutoring, babysitting)

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## Communication

This means that I will:

- not seek to communicate/make contact or respond to contact with students outside of the purposes of my work
- not give out my personal details
- not establish social media connections on my **personal** accounts with current ASP students (eg. friending student on facebook)
- **Use my school email account for email exchanges with a student outside of school business**

## Physical Contact

This means that I will:

- be aware that even well intentioned physical contact with a student may be misconstrued by the student, an observer or any person to whom this action is described
- never touch a student in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights with students
- always allow/encourage students, where able, to undertake self-care tasks independently
- ensure the way I offer comfort to a distressed pupil is age appropriate
- be aware of cultural or religious views about touching and be sensitive to issues of gender
- treat students with dignity and respect
- report and record situations which may give rise to concern to the school designated safeguarding lead

## Behaviour Management

This means that I will:

- never use force as a form of punishment
- Not aggressively shout or threaten

## One-to-One Situations

This means that I will:

- ensure that wherever possible there is visual access and/or an open door in my one-to-one situations with students

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## **Photography, Videos, and Other Images**

This means that I will not:

- take images of students for my personal use
- display or distribute images of students unless I have parental consent to do so (and, where appropriate, consent from the child)
- retain images of children on my personal devices and in online accounts if not a school platform such as yearbook (only school-provided cloud storage should be used).
- take images of children in a state of undress or semi-undress
- take images of children which could be considered as indecent or sexual

## **Exposure to Inappropriate Images**

This means that I will:

- abide by the school's acceptable use policy and safeguarding code of conduct
- ensure that children under my care cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to children under my care are age appropriate

## **Curriculum**

This means that I will not:

- enter into or encourage inappropriate discussions which may harm others
- undermine fundamental ASP values
- express any prejudicial views
- attempt to impose my personal values, attitudes or beliefs on students

## **Sharing Concern and Reporting Incidents**

This means that I will:

- be familiar with ASP's Child Safeguarding Policy and Procedures
- know how to contact the Child Safeguarding Lead, or a member of the ASP Child Safeguarding Team directly if required (Head of School, Directors, Counselors, Nurses)
- take responsibility for recording any incident, and passing on that information when I have concerns about any matter pertaining to the welfare of an individual in the school

## **Sexual Contact**

This means that I will:

- not have any form of sexual contact with a student
- avoid any form of touch or comment which is, or may be considered to be, indecent
- avoid any form of communication with a student which could be interpreted as sexually

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suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact

- not make sexual remarks to or about a student in or outside of school
- not discuss sexual matters with students, or in the presence of students, other than within agreed curriculum content or as part of my recognized job role

I understand that as a person working with and/or providing services to children under the auspices of ASP I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person working with children I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including permanent removal from ASP.

Name: \_\_\_\_\_ Signature/Date: \_\_\_\_\_