TAIPEI EUROPEAN SCHOOL
Campus Guidelines

1. Child Safeguarding & Protection
    - At TES, the safety and well-being of children come first. All adults on campus—including staff, visitors, volunteers, and contractors—have a legal and ethical responsibility to keep children safe from all forms of harm or abuse.
    - Any safeguarding or child protection concerns, or suspected incidents of abuse or neglect, must be reported immediately to a member of the TES Safeguarding Team / Designated Safeguarding Lead.
    - Taking photographs or recording videos of students using personal mobile phones or cameras is prohibited. Photos taken on school devices by staff for educational purposes must be managed securely.
2. Safe Workplace
    - TES is dedicated to providing a safe and respectful work and learning environment free from all forms of violence, bullying, sexual harassment, or employment discrimination.
    - Anyone who witnesses or experiences unlawful infringements should immediately report through the dedicated channels:
        - Sexual Harassment: harass@tes.tp.edu.tw
        - Workplace Bullying: antibullying@tes.tp.edu.tw
        - Other Unlawful Infringements: grievance@tes.tp.edu.tw
3. ID Badge Policy
    - All personnel (staff, visitors, volunteers, and contractors) must wear their identification badges visibly at all times while on campus.
    - Employees must swipe their badges when entering or exiting the campus to ensure security and accurate attendance records.

- Lending, borrowing, or forging badges is prohibited. Badge holders are responsible for safekeeping (avoiding magnetic fields) and must return the badge upon offboarding.

4. Traffic & Facilities Usage
    - Vehicles (cars and motorcycles) entering the campus must be registered in advance. Vehicles must park only in designated spaces. Overnight parking is prohibited without prior approval.
    - Restrooms at TES are designated for either adults or children. Adults must not enter or use restrooms designated for children.
    - General visitors must be accompanied by their host at all times while moving through the campus. Unescorted movement is prohibited.
5. Staff Dress Code
    - Staff attire must be professional, appropriate, non-revealing, and safe for daily duties. Clothing promoting discrimination, partisan views on sensitive topics (religion/politics), alcohol/drugs, or profanities is prohibited.
    - For safety reasons on stairwells and in laboratories, rubber flip-flops, Crocs, jelly shoes, Birkenstocks, or any similar types of footwear are prohibited on campus.
    - Professional business attire (e.g., suits, ties, business dresses) is required for formal school events such as Parent-Teacher Meetings.

For detailed regulations and full policy descriptions, staff members please refer to the *TES Teaching Staff Handbook* and *Work Rules*.