

Code of Conduct for Child Safety – Staff and Volunteers

学生安全守则--适用于全职员工及志愿者

Introduction 简介

The welfare and safety of children are paramount to the success of XIA. XIA's intent is to provide a safe and loving environment where children are educated and cared for in a way that allows them to become all they are capable of being. This includes valuing them, regarding them positively, and treating them with respect and care.

儿童的福利和安全对于XIA是至关重要的。我们致力于提供安全和谐的学习环境，以便学生能全面发展他们的特长与能力。这其中包括重视他们、积极看待他们、尊重和关爱学生

Having a common set of expectations will also serve to protect adults interacting with children from invalid reports of inappropriate behavior. By putting these guidelines into place, an adult's interaction with a child is much more transparent to others and less likely to be interpreted incorrectly. Adults¹ (including local and expat employees and volunteers) assume the full burden of setting and maintaining clear, appropriate boundaries in all interaction with children. 设立集体共识将会保护儿童在与成人的互动中免受不恰当行为的损害。通过制定这些准则，成人与儿童的互动对其他人来说更加透明，也更不可能被错误解读。成人¹（包括本国，外籍员工及志愿者）在与儿童的所有互动中，都有责任设定并保持清晰、适当的界限。

In light of our multinational workforce, the definitions and guidelines below take into consideration international definitions of child sexual, physical, and emotional abuse and neglect.

鉴于我校为国际学校，以下定义和指导原则考虑到了国际上对儿童性虐待、身体虐待、情感虐待和忽视的定义。

The most effective way to prevent abuse of children is to be vigilant. By being vigilant in adhering to the following standards for interaction with children, we hope to protect children from abuse.

防止虐待儿童的最有效方法就是保持警惕。我们希望通过保持警惕，遵守以下与儿童互动的标准，来保护儿童免受虐待。

This Code of Conduct includes, but is not limited to, the following expectations of staff and volunteers. In any situation with children, be it inside the classroom, at recess, or on field trips, we should use as many of these safeguards as possible with a minimum of at least one. This will reduce risk and demonstrate professionalism and wisdom resulting in healthy interaction with children.

本行为准则包括但不限于对工作人员和志愿者的以下要求。在与儿童相处的任何情况下，无论是在教室内、课间休息时，还是在郊游时，我们都应尽可能多地使用这些保障措施，至少使用其中的一种。这将降低风险，展现专业精神和智慧，从而与儿童进行健康的互动。

Child Abuse Definition虐待儿童定义

Four kinds of abuse: Physical, Neglect, Sexual Abuse, and Emotional Abuse

四种虐待：身体虐待，忽视，性虐待和情感虐待

Physical- An act that results in non-accidental injuries to a child

身体虐待—造成儿童非意外伤害的行为

Neglect- The failure to provide for a child's basic physical, educational, or emotional needs

忽视—未能满足儿童基本的身体成长，教育和情感需求。

Sexual Abuse- The involvement of a child in sexual activities with an adult or another child

性虐待—儿童参与于成人或其他儿童的性活动。

Emotional- When a parent or caretaker acts or fails to act in a way that has caused or may cause serious behavioral, cognitive, or emotional disorders.

情感虐待—父母或监护人的行为或不作为造成或可能造成严重的行为，认知或情感障碍。

Visibility 透明原则

All work with children should be planned in a way that minimizes risks as far as possible. This includes being visible to other adults when working with children. This can be accomplished by planning activities in areas where other adults are present and at a time when other activities are occurring. It can also be accomplished by installing windows in all classrooms and other rooms occupied by children or by keeping doors open.

所有与儿童一起工作的计划都应尽可能降低风险。这包括在与儿童一起工作时，要让其他成人看到。要做到这一点，可以将活动安排在有其他成人在场的地方，并在其他活动正在进行时进行。还可以通过在所有教室和其他有儿童活动的房间安装窗户或敞开大门来做到这一点。

Overcoming Isolation 避免孩子落单

At least two unrelated adults should be present in work with children that is off school grounds. An adequate number of adults should supervise youth events, especially overnight activities. Isolation can also be overcome by avoiding being alone with one child. For example, take two or more children to the bathroom together, rather than only one; drop off siblings last from the bus, or employ the principles of visibility (explained above) or accountability (explained below). 在校外与儿童一起工作时，至少应有两名没有亲属关系的成年人²在场。应当有足够数量

的成年人监督青少年活动，尤其是过夜活动。避免与一个孩子单独相处也可以消除孤立感。例如，带两个或两个以上的孩子一起去卫生间，而不是只带一个孩子去；兄弟姐妹最后一同下校车；或者采用能见度原则（上文已解释）或责任原则（下文将解释）。

Accountability 责任性

All staff and volunteers are expected to interact with children in a mature, capable, safe, caring, and responsible manner, with a high level of accountability. All staff and volunteers are responsible for giving and accepting feedback from others in order to maintain a high level of professionalism and integrity in interactions with children.

所有工作人员和志愿者都应成熟、干练、安全、关爱和负责任的方式与儿童互动，并承担高度的责任。所有工作人员和志愿者都有责任给予并接受他人的反馈意见，以便在与儿童的互动中保持高度的专业性和正直性。

When teaching a child involves one-on-one contact, the following procedures should be followed, as applicable:

在对孩子进行一对一的教育时，应酌情遵循以下程序：

- Always be accountable to other adults regarding your interactions with children (your plans should be known to others beside yourself).
- 在与孩子的互动方面，始终对其他成年人负责（除了你自己，其他人也应该知道你的计划）。
- Parents and/or supervisors are to be notified beforehand of any activities with children, for example, before transporting a child, keeping a child after school, a youth activity, or when tutoring a child.
- 任何与儿童有关的活动都必须事先通知家长和/或监护人，例如在接送儿童、放学后照看儿童、参加青少年活动或辅导儿童之前。
- Counseling or other necessarily confidential meetings with children should be done in a place where the adult and child are visible to others such as in an office with a window in the door and only when another adult is in close vicinity, aware that the meeting is occurring, and willing to stay in the vicinity until it is completed.
- 与儿童进行咨询或其他必须保密的会面时，应在他人能看到成人和儿童的地方进行，如在门上有窗户的办公室，而且只有在另一位成人在附近、知道会面正在进行并愿意在附近逗留直至会面结束时才能进行。
- In an emergency situation, such as needing to transport a child alone or supervise a child alone, find an additional person to be involved if at all possible, or notify the office staff.
- 在紧急情况下，如需要单独接送孩子或单独看管孩子，尽可能多找一个人参与，或通知办公室工作人员。

Balancing Power and Control 平衡权力与控制

When working with children balance the age, size, strength, power, and authority between staff and children to help to lower risk. This can be done by such things as sending two same age children to the bathroom together with an adolescent or adult helper, dropping off siblings last from the bus, or having a friend play in the room while talking to a student after school, or inviting two or more students to your home to work on a project.

在与儿童一起工作时，要平衡工作人员与儿童之间的年龄、体型、力量、权力和权威，以帮助降低风险。具体做法包括：让两个同龄孩子在青少年或者成人帮助者的陪同下一起去卫生间。最后让兄弟姐妹下校车，放学后与学生交谈时，让他/她的朋友在一边玩耍。如需在家里做课程项目，邀请两个或两个以上的学生。

Supervision 监督

Supervision also reduces risk. XIA administration should periodically and randomly inspect classrooms, offices, work areas and other areas where children and adults are together.

监督也能降低风险。XIA 管理部门应定期随机检查教室、办公室、工作区和其他儿童与成人聚集的区域。

Differential Treatment 区别对待

Staff and volunteers should avoid favoring or showing differential treatment to particular children to the exclusion of and in the presence of others, or excluding children in a derogatory or embarrassing way in the presence of others.

工作人员和志愿者应避免偏袒或区别对待某些儿童而排斥其他儿童，或在其他人面前以贬损或令人尴尬的方式排斥儿童。在其他人面前贬低孩子人格或者让孩子难堪的行为。

Technology 科技

Technology should be used appropriately to protect children from abuse and exploitation. For example, filters should be used on computers to prevent individuals from using, downloading, or showing inappropriate internet content to children.

科技可以合理的用于防止孩子受到侵害。例如：网站过滤器可以防止个人使用、下载或者放映不良网络资源给学生。

Discipline 纪律

Discipline should be used to teach and correct rather than punish. Our intention here is to clarify which actions are more likely to approach physical or emotional abuse than they are to be good, healthy forms of discipline. The following actions may involve abuse and are to be avoided: derogatory name-calling, ridicule, humiliation or shaming, publicly singling out a child for negative treatment or exclusion, yelling at (loud speech that harms by bringing emotional degradation) or belittling a child or other forms of hostile or rejecting treatment. Other

behaviors to be avoided include: hitting (including slapping) or any behavior that assaults a child. Also, to be avoided, are pushing or holding a child against their will outside the goals of protecting them from danger, providing them medical care or keeping them from harming themselves or others.

纪律应该用来教育和纠正，而不是惩罚。我们在此旨在澄清，哪些行为更有可能接近身体或精神虐待，而不是解释良好、健康的管教方式。以下行为可能涉及虐待，应予以避免：言语中伤、嘲讽、羞辱或奚落、公开挑出某个孩子进行负面对待或排斥、大喊大叫（大声说话造成情感伤害）或贬低孩子，或其他形式的敌意或排斥性对待。其他应避免的行为包括：打人（包括扇耳光）或任何攻击儿童的行为。此外，还应避免在保护儿童免遭危险、为其提供医疗护理或防止其伤害自己或他人的目的之外，违背儿童的意愿推搡或扣留儿童。

Touch 触摸

Because healthy, caring touch is valuable to children but unhealthy touch is abusive, the following guidelines apply:

健康、关爱的抚摸对孩子来说是宝贵的，而不健康的抚摸则是虐待，因此应遵循以下准则：

- Touch should be in response to the need of the child and not the need of the adult.
- 抚摸应满足儿童的需要，而不是成人的需要。
- Touch should be open rather than secretive. For example, a hug in the context of a group is very different from a hug behind closed doors.
抚摸应该是公开，而不是私密的。例如，在集体环境中的拥抱与关起门来的拥抱截然不同。
- Touch should be age-appropriate and generally initiated by the child rather than the adult. It should be with the child's permission and resistance from the child should be respected.
抚摸应与儿童的年龄相适应，通常应由儿童主动提出，而不是由成人主动提出。而且是征得儿童的同意，并尊重儿童的拒绝反应。
- Touch should always communicate respect for the child. Staff and volunteers should avoid doing things of a personal nature for children that they are able to do for themselves, including dressing, going to the bathroom, etc.
工作人员和志愿者应避免为儿童做他们自己能做的私人事情，包括穿衣、上厕所等。

The following signs of affection are generally appropriate: verbal praise, side hugs, or shoulder-to-shoulder hugs. For smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders (when culturally appropriate), hugs, or holding them when others are present. The following behaviors are inappropriate or may be perceived as inappropriate and should not be engaged in: touching buttocks, chests, genital areas, or thighs; showing affection in isolated areas or when alone with a child; sleeping with a child not your own or lying on a bed with a child not your own; flirtatious or seductive looks; any form of affection that is

unwanted by the child; sexually suggestive or explicit language, showing sexually-suggestive pictures or videos or playing sexually suggestive games with a child; any behavior that could be interpreted as sexual in nature. Adults should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

以下的行为时合理、合适的：言语鼓励、侧面拥抱、搭肩拥抱。对于小一点的孩子，在他人在场的情况下，可以触碰他们的脸、手、肩膀和手臂，可以把手环在他们的肩膀上

（在文化意义上合理的情况下）、在其他人在场的情况下拥抱他们。下列行为则是不合适的或被认定为不合理的，应当避免：如触碰臀部、胸部、私密部位或者大腿；在与孩子单独相处时表现出亲昵；与不是自己孩子的儿童睡觉或者躺在一张床上；轻浮和具有挑逗意义的行为；任何孩子不想要的情感；性暗示或露骨的语言；展示具有性暗示的图片，视频或与孩子玩具有性暗示的游戏；任何可以被普遍解释为与性有关的行为。成年人应在身体接触方面互相监督，互相帮助，指出任何可能被误解的行为。

Verbal Interaction 言语互动

Adults should use words to support and encourage a child, such as praise, positive reinforcement, and appropriate jokes. Inappropriate verbal interaction includes the following: shaming, belittling, humiliating, name calling, using harsh language that may frighten, threaten or humiliate the child, cursing, or making derogatory remarks about the child, their family, and/or their place of origin. Inappropriate verbal interaction also includes inappropriate comments that relate to physique or body development, telling derogatory or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or inappropriately discussing sexual encounters or desires with children.

成人应使用支持和鼓励儿童的语言，如表扬、鼓励和适当的玩笑。不恰当的言语互动包括以下内容：羞辱、贬低、羞辱、指名道姓、使用可能会吓唬、威胁或羞辱儿童的尖刻语言、咒骂或对儿童、其家庭和/或其原籍地进行贬损。不恰当的言语互动还包括与体格或身体发育有关的不恰当评论、讲论含有诋毁意义或有关性的笑话、发表性暗示性评论、讲述不恰当的秘密、或与儿童不恰当地讨论性接触或性愿望。

Reporting 报告

Individuals may make an oral or written complaint of sexual harassment/child abuse, or retaliation if they:

当如下情况发生时，个人可以通过口头或者书面的形式投诉性侵害/虐待儿童：

- believe they are the subject of sexual harassment/child abuse, or retaliation; 认为自己受到性骚扰/虐待或报复；
- have knowledge of sexual harassment conduct/child abuse, or retaliation; or believe that they have been retaliated against for making a good faith complaint or report of sexual harassment/child abuse, or for participating or aiding in an investigation of such complaints. 了解性骚扰行为/虐待儿童行为或报复行为；或认为自己因善意投诉或举报性骚扰/虐待儿童行为，或因参与或协助调查此类投诉而遭到报复。

Reporting Procedures 报告程序

Timely Reporting: Complaints of sexual harassment/child abuse, retaliation or other violations of this policy shall be made within 30 calendar days of the sexual harassment complained of. Nothing in this policy prevents anyone from submitting a report of sexual harassment/child abuse, retaliation or non-compliance with this policy of which they have witnessed or have knowledge of.

及时上报: 关于对性骚扰/儿童虐待的投诉，或者是其他违反本条例的事项，必须在发生后 30 日（包含节假日）内提出，本条例没有涉及阻止任何投诉有关性侵害/儿童虐待、对受害人人身报复条款或者任何阻止知情人或目击者投诉的条例。

Complaints by Students: 学生投诉

General- A student, or a parent/guardian on the student's behalf, may make a complaint of sexual harassment/child abuse or retaliation to the school principal or teacher. The principal or teacher shall investigate the matter and, if the complaint is substantiated, commence appropriate disciplinary action against the offending student.

一般情况下，学生或者学生的家长和监护人，向校长或老师投诉性侵害/儿童虐待或报复行为时，校长或老师需要调查具体事件；如果投诉属实，则对违规学生采取适当的纪律处分。

If a student, parent or guardian making the complaint to the school principal or teacher feels that the intervention rendered by the school principal or teacher is insufficient he or she may appeal the matter within 15 calendar days to the School Board.

如果学生，或学生家长和监护人，校长和老师提出投诉因为证据不足，而停止调查。当事人需在 15 天内（包含节假日）将投诉递送至董事会。

Principal/teacher responses to complaints: 校长/教师处理投诉的责任

Complaint- When an individual seeks resolution of a sexual harassment/child abuse or retaliation complaint, the principal or teacher will begin an investigation within fifteen calendar days after receiving notice of the complaint.

投诉--如果有人投诉有关性侵害/儿童虐待或对受害者报复行为后，校长或老师应在接到投诉的 15 天（包含节假日）内开始调查。

Investigation- After receipt of the complaint, the principal will begin an investigation into the complaint. At the conclusion of the investigation, the principal will prepare and issue a summary report containing a synopsis of the evidence and findings. Both the complainant and respondent will receive notification of the investigation outcome and determination.

调查--收到投诉后，校长将开始对投诉进行调查。调查结束后，校长将编写并发布一份简要报告，其中包含证据和调查结果的概要。投诉人和被投诉人都将收到有关调查结果和裁定的通知。

Disciplinary Determination- Appropriate disciplinary action may be taken according to the investigation findings at the discretion of the principal. The disciplinary action will be within the following range: Education and Admonition; Warning; Suspension; Expulsion; or criminal proceedings.

纪律处分决定--校长可根据调查结果酌情采取适当的纪律处分。纪律处分将在以下范围内进行：教育和训诫；警告；停学；开除；或刑事诉讼。

Final comments: 结语

We recognize that there are different standards of sexual related conduct among different cultures. Where there are differing standards, the most conservative standard will be the standard that is followed.

我们认识到，不同文化对性行为有不同的标准。在存在不同的标准情况下，我们将遵循最保守的标准。

Parent Involvement 家长参与

Parents should be informed of all planned school activities and be expected to sign a consent form. Parents should be encouraged to participate in these activities.

所有计划中的学校活动都应告知家长，并要求家长签署同意书。应鼓励家长参与这些活动学校所有的计划和活动。

Monitoring Child-to-Child Behavior 管理孩子间的行为

The following actions may involve abuse or inappropriate behavior of one child to another and are to be avoided: bullying, hazing, derogatory name-calling, ridicule or humiliation, publicly singling out another child for negative treatment or exclusion, child-to-child inappropriate sexual touch, inappropriate sexually explicit language, showing of sexually explicit images, hitting, slapping, pushing, holding against their will, or otherwise assaulting another child.

当学生之间发生下列行为则被认为不合理和涉嫌侵害：欺凌、戏弄、辱骂、嘲笑和羞辱，以及当众否定和排斥，不合适的性接触，含有性描述的言语，展示与性相关的图像，斗殴，用手掌击打别人，推搡，不合意愿的接触，语言骚扰他人。

Acknowledgement Statement 保证书

This acknowledgment is to be updated annually for all staff and volunteers. It is the responsibility of XIA administration to ensure that all staff and volunteers, local and national, have signed this statement prior to beginning work with children.

这份文件将会逐年进行更新。XIA行政部门有责任确保所有员工和志愿者（包括本地和本国员工和志愿者）在开始儿童工作之前签署本声明。

I acknowledge that I have read the above, agree to abide by it and (for all staff) have attended XIA's training in Child Safety Awareness and Prevention.

本人确认已阅读上述内容，同意遵守上述内容，并（就所有员工而言）参加了XIA的儿童安全意识和预防培训。

I declare that I have not engaged in sexual harassment, sexual abuse, physical abuse, a pattern of emotional abuse, or neglect of a child. If I have engaged in any of these abusive actions, they have been reported to the school board and I have either successfully concluded the required follow-up or am engaged actively in it. Further, I have never been the subject of a complaint, disciplinary action, or dismissal by an employer, organized group, or other volunteer organization following an allegation of any such acts. Nor have I been the subject of an investigation of such acts by civil authorities. If I have been the subject of an allegation of such acts, regardless of the outcome of the allegation, I have notified the principal or hiring authority.

我声明我没有性骚扰、性虐待、身体虐待、精神虐待或忽视儿童的行为。如果我有任何上述虐待行为，我已向学校董事会报告，并已成功完成所需的后续工作或正在积极开展后续工作。此外，我从未因任何此类行为的指控而被雇主、教会、牧师或其他志愿者组织投诉、处分或解雇。我也从未被民事机构调查过此类行为。如果我被指控有此类行为，无论指控结果如何，我都已通知校长或用人单位。

I understand my responsibility to report abuse and other inappropriate conduct toward a child to the principal or board member who will implement reporting procedures.

我知晓我有责任在虐待或其他不当行为发生时，向校长、或董事会或与儿童安全工作组相关人员报告。

I understand XIA takes allegations of child abuse seriously and that abuse in any form will not be tolerated. I understand that XIA will investigate any report of abuse. I understand that my sending organization will be notified of any allegations and XIA will work with them as the Child Safety Procedures are implemented.

我明白XIA会严肃对待虐待儿童的指控，绝不容忍任何形式的虐待行为。我明白XIA将对任何虐待报告进行调查。我知道我的派遣机构将收到相关指控，XIA将与他们合作实施儿童安全程序。

Signature

Printed Name

Date