

ISB Student Safeguarding Code of Conduct

Please read this document carefully as it outlines our expectations and your responsibilities as an ISB employee or associate. When you have read and understood, please sign and return to your supervisor.

Purpose

Educators at ISB have a professional and ethical obligation to ensure that our students experience a safe and nurturing environment in which they can grow and develop to their full potential, and are protected from harm.

ISB ethical guidelines for interacting with others in our capacity as educators are set out in the PPP Domain 2 ISB Professional Standards. This document contains specific expectations with regard to safeguarding children. ISB employees and associates who violate this code of conduct will be subject to disciplinary action in accordance with school policy and procedures. In some instances, violation of this code of conduct may also be against the law. ISB will comply with Thai mandated reporting laws. Misuse of social media sites can be against the law, especially in the case of indecent images of children, defamation, harassment and bullying.

Scope

These expectations apply to all ISB employees and associates.

Relationships with Students

ISB employees and associates may function in multiple roles with students, such as classroom instructor, coach, neighbor, family friend, parent of a friend, etc. ISB employees and associates should avoid behavior in one role that undermines another. The onus is on the individual to use common sense and avoid actions or behaviours that could be construed as inappropriate, misconduct, child exploitation or abuse.

ISB employees and associates will:

1. Uphold, as far as is possible given their role, the principle of the best interests of the student and ensure that the welfare of students is placed first.
2. Take reasonable steps to ensure visibility to passers by during any one-to-one contact with a student.
3. One-on-one time with a student will only take place where justified as a strategy to meet teaching, learning and counseling outcomes and in appropriate school or public settings.
4. Consider the student's age, developmental level, and level of care required when gaining their attention or comforting a distressed student.
5. Be alert to cues from students about their need for personal space or their need for extra support.
6. Intervene to prevent incidents of bullying between students.
7. Report any indications (verbal, written or physical) that suggest a student may be infatuated with an ISB employee or associate, or an ISB employee or associate may be infatuated with a student to the divisional principal. Always maintain professional boundaries, ensuring that the adult's behavior in no way encourages a student's infatuation and maintains the student's dignity and emotional safety.
8. Immediately disclose any charges, convictions and other outcomes of an offence, which occurred before or occurs during their association with ISB that relate to child exploitation and abuse.
9. Use any computers, mobile phones, video cameras, cameras, social media or other technology appropriately, and never to exploit or harass children or adults or access indecent or inappropriate material through any medium.
10. Maintain safe and appropriate physical, psychological, and professional boundaries with students and be cautious about physical contact in practical activities.

11. Physical restraint may only be used in response to an unexpected, emergency situation, or as part of a student's Behavior Support Plan and Safety Plan. Physical restraint will be used as a last resort and only when a person poses an imminent danger of seriously hurting themselves or someone else, and when other interventions are ineffective. The restraint should be discontinued as soon as there is no longer imminent danger of serious physical harm to self or others. Every effort will be made to implement a system of positive behavioral supports and to prevent the need for the use of restraint. Planned physical restraint should only be used as described in the ISB Guidelines on Student Behavior by personnel with appropriate training and as part of a Behavior Support Plan and Safety Plan.

The following are prohibited:

- a. Any form of romantic or sexual relationships with current ISB students.
- b. Any form of romantic or sexual relationships with any child under the age of 18
- c. Sharing or providing drugs or alcohol to students;
- d. Physical punishment or humiliation;
- e. Carrying out personal care that students can do for themselves (i.e. toileting or helping students change clothes). The ISB Personal Care policy outlines measures to be taken for students who require assistance with personal care.
- f. Using bathrooms that are designated as student bathrooms;
- g. Engaging in rough, physical or sexually provocative games, including play wrestling with students and tickling;
- h. Allowing or engaging in any form of inappropriate or unwanted touching;
- i. Allowing students to use inappropriate language unchallenged;
- j. Using inappropriate language in any form of communication with or in the presence of students, including language that is harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- k. Sharing a private bedroom with a student to whom the employee or associate is not related during school trips;
- l. Administering medication unless specifically trained and authorised to do so.
- m. In your professional role as ISB employee, offering rides to students or children in personal vehicles without the knowledge of the appropriate administrator and explicit permission from the parent of the child.

Use of Student Images and Identifying Information

ISB employees and associates may take or use photographs or other media that include student images, exemplars of student work and/or images of students taking part in a school event or activity. These photographs/media are used to provide ISB families with information about their child(ren)'s education and/or to provide information to other parties about ISB. The images may be published on ISB approved platforms.

Care will be taken by ISB employees and associates in the selection of images to avoid the potential of inappropriate use by others. It is preferable to use images that depict an activity or group context, rather than a particular student.

When photographing or filming a child or using children's images for ISB-related purposes, ISB employees and associates must:

1. Not take pictures of people who say they do not want to be photographed.
2. Not publish images of students online or in ISB print publications if their parents have formally withheld their permission for ISB to do so (as indicated by a "No Photo" alert on Powerschool)
3. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner.

4. Ensure file labels or text descriptions of photos do not reveal identifying information (except first name) about a child when sending images electronically or publishing images in any form. Exceptions to this include ISB publications such as Touchstone and Panther Nation.
5. On websites, make sure any images used are not tagged with the location of the child.
6. Remove/delete inappropriate or objectionable images of students immediately, unless they are evidence of bullying or a crime committed against a child, in which case they will be handed over to the relevant administrator and deleted/destroyed in all other places.

Social Media

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to one's own or someone else's blog, personal website, email, social networking, bulletin board or a chat room, whether or not associated with ISB, as well as any other form of electronic communication.

It is prohibited to upload or post any defamatory, obscene, abusive or harmful content. ISB employees and associates should inform the relevant administrator if another employee or associate is observed uploading this type of content.

Social Media Use in the School Setting:

1. ISB employees and associates should use school adopted Learning Management Systems and social media sites for school, i.e. Google Apps, Haiku, Powerschool, Managebac, ISB created Facebook pages, Wordpress, Professional Twitter Account.
2. Communications must be age-appropriate and related directly to a student's curricular and extracurricular education.
3. Adopting new social media tools should be approved through the school's Technology Learning Coach and Administration.
4. Images posted of ISB students may only identify them by their first name, and only be posted on school approved social media sites, i.e. ISB created Flickr account is okay, a personal Flickr account is not.

Personal Social Media Accounts:

ISB employees and associates will:

1. Follow all rules established by the social media provider.
2. Be aware that despite the most stringent privacy settings, photo tagging and other tools may make personal information publicly available. Assume all posts are in the public domain.
3. Assume personal responsibility for the content that is shared.

In their role as ISB employees or associate, employees and associates will not:

1. "Friend", "follow", "like" or otherwise interact with current or former students who are still in school through their personal social media accounts.
2. Create or maintain social media profiles on behalf of ISB, without prior approval from the IT Director.
3. Post photos of students or of students' work with identifying information without express permission from student and parents first.
4. Post photos on a personal account that were acquired in their role as an ISB employee or associate (Note -an ISB employee or associate in a parental role may upload images of his/her child with friends in the same activity).

Raising Concern About the Conduct of Others

ISB employees and associates have an ethical obligation to take reasonable steps to voice and/or consult about or report their concerns about the welfare or safety of a child, or about the conduct of others if there is

the potential for harm. Concerns may be raised with the person directly, however these concerns must be reported through to a divisional administrator. Any report of misconduct made to a principal/supervisor must be referred to the Deputy Head of School and the Head of School. If a principal/supervisor is suspected of misconduct, a report should be made to the Deputy Head of School and Head of School. If the Deputy Head of School or Head of School is suspected of misconduct, a report should be made to the Chair of the Board of Trustees.

This information is confidential and the ISB Confidentiality Policy and Student Safeguarding Policy apply in these situations. Parents will be notified as soon as possible by an administrator of any concern about the welfare and safety of their child.

ISB will take all reasonable steps to protect any employee or associate who, in good faith, reports concerns about misconduct, or is a victim or witness of suspected misconduct, from retaliation, threats of retaliation, discharge or discrimination directly related to the disclosure of such information.

I confirm that I have read and understand the above Student Safeguarding Code of Conduct and agree to abide by these standards. I understand that any actions that contravene these standards or any failure to take action where mandated by this Code of Conduct could result in disciplinary action.

Name: _____ Signature: _____ Date: _____

Position: _____ (Please state division)

Revised March 2019, in effect as of 1 August 2019