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# Tohoku International School

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As a member of the TIS community, I understand and agree that:

- As a measure for child and staff protection and safety, TIS implements a Code of Conduct to be agreed to and signed by all school personnel and all volunteers, including students in leadership positions, who are part of the school community.

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## Code of Conduct

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Tohoku International School is committed to the safety and protection of children. This Code of Conduct applies to all employees, volunteers and students who represent the school and who interact with students in both a direct and/or unsupervised capacity. 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 students, and be particularly aware that we are responsible for maintaining physical, emotional and sexual boundaries in such interactions. This includes seductive speech or gestures as well as physical contact that exploits, abuses or harasses. We are to provide safe environments for students at our school.

We will show prudent discretion before touching another person, especially students, 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. TIS employees and volunteers are prohibited at all times from physically disciplining a child with the exception of restraint in a potentially dangerous situation.

Physical contact with students 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 student 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 students are being abused in any way. Suspected abuse or neglect must be reported to the appropriate school authorities whereupon it will be relayed to the appropriate local agencies.

All those working at TIS should be familiar with our school's clearly defined policy and set of protocols regarding student and staff safeguarding.

### **TIS Student & Staff Protection Policy & Protocol**

Employees and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with students. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to students.

Employees and volunteers should not give gifts to students without the knowledge of their parents or guardians. Staff should check that any small gifts are given with the knowledge of the parent or guardian.

## Communication

Communication with students is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between TIS parents, employees, volunteers, and students:

- Communication between **Tohoku International School** (including volunteers) and students that is outside the role of the professional or volunteer relationship (teacher, coach) needs to be communicated also to parents.
- All email exchanges between a student and person acting on behalf of the school should be made using the TIS email address (@tisweb.net)
- Electronic communication that takes place over a school network or platform could be subject to monitoring during a full investigation conducted by legal authorities.
- Discretion must be used if the need to communicate via any social media (Facebook, Text messaging etc.) is used with students directly.

I promise to follow the rules and guidelines in this Code of Conduct as a condition of employment at Tohoku International School.

I will:

- Treat every person with respect, patience, integrity, courtesy, dignity and consideration.
- Strive to use positive reinforcement rather than criticism, competition, or comparison when working with students.
- Maintain appropriate physical boundaries at all times and touch students, when necessary, only in ways that are appropriate, public and non-sexual.
- Comply with the reporting procedures of TIS to report suspected child abuse
- Cooperate fully in any investigation of abuse of students.

I will not:

- Touch or speak to a student in a sexual, abusive or otherwise inappropriate manner.
- Be alone with students at school activities without an administrator being notified.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading students.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time on campus or while working with students.
- Give a student who is not my own child a ride home alone without the knowledge of their parents, guardians and school administration.
- Accept gifts from or give gifts to students without the knowledge of their parents or guardians.
- Use profanity in the presence of or directed towards students at any time.
- Enter a shower or onsen with students, during any school activities. I will restrict shower and bath (onsen or other) solely to teacher-designated times.

My signature confirms that I have read the **TIS Code of Conduct** and 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 removal from Tohoku International School.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

