



## Code of Conduct for Staff 员工行为守则

This Code of Conduct should be read in conjunction with the following:  
本行为守则应结合下列内容阅读：

- [Whistleblowing Policy](#)
- [检举政策](#)
- Safeguarding and Child Protection Policy
- [保障和儿童保护政策](#)
- [Protocol for Requesting Approval for Private Tuition](#)
- [申请批准私教协议](#)
- [Behaviour Policy](#)
- [行为政策](#)
- [Anti-bullying Policy](#)
- [反欺凌政策](#)
- [Cyberbullying Policy](#)
- [网络欺凌政策](#)
- [Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings](#)
- [为在教育环境中与儿童和少年共事的成年人提供更安全的工作实践指南](#)
- [Health and Safety Policy](#)
- [健康及安全政策](#)
- [First Aid & Medical Welfare Policy](#)
- [急救及医疗福利政策](#)
- [Acceptable Use Policy](#)
- [可接受使用政策](#)
- [Digital Devices Guidelines](#)
- [数字设备指南](#)
- [Physical Restraint and Use of Reasonable Force Policy](#)
- [身体约束与合理力量使用政策](#)
- [Searching and Confiscation Policy](#)
- [搜查和没收政策](#)
- [Intimate Care Policy](#)
- [贴身照料政策](#)
- [Use of Mobile Phone Policy](#)
- [移动电话使用政策](#)
- [Anti-Bribery Policy](#)

- [反贿赂政策](#)
- [Staying Safe Guidance for Staff regarding Children on Overnight or Extended Trips and Tours](#)
- [为员工提供关于儿童过夜或长途旅行和旅游的留宿安全指导](#)

This policy applies to all staff, volunteers and contractors, paid and unpaid, working in the school including governors. The policy also applies to non- employed resident adults. All School Policies referred to in this document are available in the staff handbook on the School website [www.sjcsnj-edu.cn](http://www.sjcsnj-edu.cn) and hard copies can be obtained from the HR Department.

本政策适用于包括理事在内的所有在校工作的员工、志愿者和承包商，无论是否支付薪水。本政策也适用于非就业住校成人。本文参考的所有学校政策皆可在学校网站 [www.sjcsnj-edu.cn](http://www.sjcsnj-edu.cn) 上的员工手册里查阅，并可向人力资源部索取硬盘拷贝。

## Principles

### 原则

- The welfare of the child is paramount (UK Children Act 1989).
- 儿童的福利是至高无上的（1989年“英国儿童法”）
- Staff should understand their responsibilities to safeguard and promote the welfare of children.
- 员工应明白他们有责任保障并改善儿童的福利
- Staff are responsible for their own actions and behaviour and should avoid any conduct which could lead any reasonable person to question their motivation and intentions.
- 员工对自身行动和举止负责，并应避免任何可能导致任何正常人质疑其动机和意图的行为
- Staff should work and be seen to work in an open and transparent way.
- 员工应以公开和透明的方式工作，并让旁人认为其工作方式公开透明
- Staff should behave professionally, treat all pupils with respect and ensure that their behaviour does not inadvertently lay them open to allegations of abuse.
- 员工应以专业的态度对待所有学生，并确保其行为不会无意中被指控虐待
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity.
- 无论文化、残疾、性别、语言、种族出身、宗教信仰或性别认同，都应始终适用同样的专业标准
- Staff should continually monitor and review their practice to ensure they follow the guidance contained in this code.
- 员工应该不断地监控和审视自身做法，以确保其遵守本准则所包含的指导思想

## Propriety and Behaviour

### 礼仪举止

- Staff are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom and for whom they work.
- 员工应采用高标准个人行为，以维持与同事和员工的信任和尊重

- Staff have an individual responsibility at all times to ensure appropriate use of school property and resources.
- 员工始终负有确保学校财产和资源使用适当的个人责任
- Staff should understand the need to act as good role models for pupils. This includes their work in school and on school trips. They also have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils.
- 员工应了解为学生树立良好榜样的必要。包括在学校和学校旅行的工作中。同时有责任维护公众对其保障学生福利和最大化利益的能力的信心
- Staff should understand and be aware that safe practice also involves using judgement and integrity about behaviours outside the work setting. Behaviour in their personal lives may impact on their work with pupils and the reputation of the school.
- 员工应了解并认识到，安全做法还涉及对工作环境以外的行为使用判断和诚信。他们个人生活中的行为可能会影响学生工作与学校声誉
- Staff conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties (including on school trips). Illegal drugs are prohibited on site. Consumption of alcohol is not permitted on site except at school functions or when otherwise agreed by the Head that modest amounts of alcohol may be consumed. Resident Staff may consume modest quantities of alcohol in private accommodation. Smoking is not permitted on site.
- 员工在履行职责时（包括学校旅行）的行为和表现不得受到酒精或药物的不利影响。禁止在校内使用非法药物。除学校活动，或经校长同意可适当饮酒外，均不得在校内饮酒。住校员工可在私人住所少量饮酒。校内禁止吸烟
- Staff should be aware that any unlawful discriminatory behaviour or other conduct which brings the school or profession into disrepute will result in disciplinary action.
- 员工应知道，任何伤害学校或业内名誉的非法歧视行为或其他行为，都会导致纪律处分。

## **Attendance and Punctuality**

### **出勤与准时**

- Staff should make every effort to attend when required to do so. If a member of staff is going to be unavoidably late/delayed or is ill, they must report the absence as soon as possible to the HR Administrator and their Line Manager.
- 如有需要，员工应尽一切努力出勤。如果员工因不可避免的原因迟到/拖延或生病，则必须尽快向人事经理以及直接上级报告缺勤情况。
- In the case of planned absence, authorisation must be sought from the Head.
- 在有计划缺勤的情况下，必须先向校长申请批准。

## **Dress and Appearance**

### **着装与外表**

- Dress should be smart, appropriate to the role and not likely to be viewed as offensive, revealing or sexually provocative. It should not distract, cause embarrassment or give rise to misunderstanding. Denim is not permitted.

- 着装应该得体干净、方便执行自身职能，不得穿着被视为冒犯、暴露或性挑衅的服饰。着装不应分散注意力、引起尴尬或引发误解。穿着牛仔布料衣物是不被允许的。

## **Health and Safety and First Aid**

### **健康、安全与急救**

- All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to and Staff are required to familiarise themselves with the procedures and their responsibilities as set out in:
- 所有员工都有责任确保安全的工作环境。必须遵守消防和疏散程序，并要求员工熟悉这些程序及其以下政策所述责任：
  - **Health and Safety Policy**
  - **健康与安全政策**
  - **First Aid Policy**
  - **急救政策**

## **Transporting pupils**

### **接送学生**

- Staff should not transport pupils in their own vehicle other than on approved School business with permission of the Head or in the case of emergency.
- 员工不得使用自己的车辆接送学生，除非经校长许可或处于紧急情况
- A member of staff should never be alone in a vehicle with a pupil.
- 员工绝不应与学生单独待在车上
- Wherever possible and practicable, transport should be in a vehicle other than a private vehicle, with at least one adult additional to the driver acting as an escort.
- 在可能和可行的情况下，交通工具应为私家车以外的车辆，并除司机以外至少有一名成人担任护卫。

## **Accident and Incident Reporting**

### **意外及事故报告**

- An accident report form should be completed for all accidents on site. A copy of the form should be given to the School Healthcare Teacher, the Head, and Foreign Head and other staff as appropriate to the circumstances.
- 校内所有事故应填写事故报告表。表格副本应发给学校护士、财务主管、园长、外方园长及其他相关员工。

## **External Activity**

### **外部活动**

- Any outside work or activity which may conflict with the interests of the school or which makes use of school resources or property must always be agreed in advance with the Head. The use of school resources and property for personal purposes is not permitted unless agreed by the Head.
- 任何可能与学校利益相冲突或利用学校资源或财产的外部工作或活动，都必须事先与校长和财务主管商定。除非校长同意，否则不得将学校资源及财产用作个人用途。

## Use of Personal Mobile Phones

### 个人移动电话的使用

***The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs of or video children.***

**学校认识到个人移动电话有可能被不恰当地使用。手机决不应用于拍摄儿童的照片或录像。**

See [Use of Mobile Phones Policy](#).

请参阅移动电话使用政策。

The term 'phone' in this policy denotes mobiles phones, iPods, iPads, MP3, MP4 players, cameras and any similar portable electronic devices. This policy also contains guidance specific to EYFS.

本政策中的“电话”一词指的是手机、iPod、iPad、MP3、MP4 播放器、照相机和任何类似的便携式电子设备。此策略还包含 EYFS 的具体指导。

Use of Technology, Electronic Communications and Storage of Images

使用技术、电子通信和图像存储

- [The Acceptable Use Policy](#) should be followed at all times.
- 应始终遵循可接受使用政策。
- Staff must ensure that they establish safe and responsible behaviours in their use of electronic communications and when online. All staff must have read and signed the Acceptable Use Policy.
- 员工必须确保在使用电子通信和在线浏览时进行安全和负责的行为。所有员工必须阅读并签署可接受使用政策。
- Staff are expected to use Information Technology in the course of any lesson only as an aid to teaching. Staff should not be sending or receiving work or personal emails or accessing the internet other than for the purpose of teaching. On the rare occasions when teacher input may not be needed by children (e.g. during a test) a teacher's paramount duty is to supervise the children. Use of email or the internet for work purposes may be undertaken only if the supervision of the children remains secure. Staff should not at any time use personal devices, e.g. mobile phones or tablets, to access the internet during lesson times.
- 在任何课程中，员工都必须仅把信息技术作为教学的辅助手段使用。员工不得为了教学以外的目的，发送或接收工作或个人电子邮件或上网。在少有的情况下，儿童可能不需要教师的投入（例如考试期间），教师的首要职责是监督儿童。只有在确保始终监督儿童的情况下，才能为了工作目的使用电子邮件或上网。员工不应在任何时候使用个人设备，如在授课期间移动电话或平板电脑上网。
- Staff should have a thorough knowledge of the school's [Cyberbullying Policy](#).
- 员工应全面了解学校的网络欺凌政策。
- Staff must log off when they leave a computer.
- 员工离开电脑时必须注销。
- Staff must never allow visitors to use their log on details.

- 员工绝不能允许访客使用他们的登录详细资料。
- Staff should keep social networking profiles private and refrain from joining groups that are directly linked to St John's.
- 员工应保持社交网络的隐私，避免加入与圣约翰直接相关的团体
- Staff should refrain from making comments about St John's or discussing St John's on their personal social media networks.
- 员工应避免在个人社交网络上评论圣约翰或谈论圣约翰
- Pupils and ex pupils under the age of 18 should not be 'friends' or 'contacts'. Staff should have no online contact with ex pupils under the age of 18.
- 18 周岁以下的学生和前学生不应成为“朋友”或“联系人”。员工不得与 18 周岁以下的前学生进行网上联系
- Staff with their own website should keep private details off the website and guard against giving out information which could bring the school into disrepute.
- 拥有自己网站的员工不得在网站泄露隐私并避免泄露可能损害学校名誉的信息
- Email exchanges with pupils should be for professional purposes only, using the school email system alone, with the use of appropriate formal language and salutations. Staff should be aware that any email can be forwarded (or if deleted can be retrieved), so should think before sending.
- 与学生的电子邮件交流应仅限于专业目的，仅使用学校的电子邮件系统，并使用适当的正式语言和问候语。员工应注意到任何邮件都可转发（或者可以检索到的被删邮件），所以在发送邮件之前应该慎重考虑
- When using e-mail, Staff need to be aware of the less formal style that can characterise this form of communication and ensure that e-mails do not convey an inappropriate tone.
- 在使用电子邮件时，员工需要意识到这种沟通方式的特点是不太正式，并确保电子邮件不会传达出不恰当的语气
- Staff should never photograph pupils using their own cameras unless using a memory card provided by the school. Best practice is to book a camera in advance or arrange for photographs to be taken by the school photographers. All photographs taken of the children should be uploaded on school computers only.
- 员工不得用自己的相机拍摄学生的照片，除非使用学校提供的存储卡。最佳做法是提前预定照相机或安排由学校摄影师拍摄照片。所有拍摄的儿童照片只应上传到学校电脑上
- It is not appropriate for Staff to take images of pupils for their personal use. However, working with pupils may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of pupils.
- 员工不宜因自身个人用途为学生拍摄照片。然而，与学生共事可能涉及到图像的拍摄或记录。任何此类工作都应在遵守法律的适当情况下进行，必须维护学生的隐私、尊严、安全和福祉
- When taking photographs, Staff need to remain sensitive to pupils who appear uncomfortable and should recognise the potential for such activities to raise concerns or lead to misunderstandings.
- 当拍摄照片时，员工需要敏锐地发现对拍摄表现出不适的学生，并且应该认识到这种活动有可能引起关注或导致误解

- Images should be stored securely on school hardware and be used only by Staff authorised to do so. When images are used, the pupils in them should not be named.
- 图像应安全地存储在学校硬件上，并仅供授权使用的员工使用。当使用图像时，图像中的学生不应被指名

## Whistleblowing

### 检举

- The school has a **Whistleblowing Policy**. Where a member of staff has good reason for concern regarding the conduct or competence of a colleague, they should follow the procedures in the policy. This is particularly important where the welfare of children may be at risk.
- 本校有检举政策。当一名员工有足够的理由质疑同事的行为或能力的理由时，他们应该遵守政策中的程序。当儿童的福利受到威胁时此项政策尤其重要
- All staff have a duty to report themselves if there is any reason why they may not be able to carry out their duties effectively or if there is anything that may affect their ability to work safely with children.
- 如果有任何理由不能有效地履行职责，或者有任何可能影响他们与儿童安全工作的能力，则所有员工都有义务自我汇报
- Any worries about pupils should be viewed as safeguarding issues and reported to the Designated Safeguarding Lead following the procedures set out in the Safeguarding and Child Protection Policy. Any worries about colleagues should be reported under Whistleblowing.
- 任何有关学生的担心，均应视为保障问题，并应按照“保障与儿童安全政策”所规定的程序，向指定的保障领导报告。任何对同事的担忧应该遵循检举政策报告。

## Professional Judgement

### 专业判断

- On very rare occasions, there may be a time when staff must make a judgement in the best interests of the pupils in their charge which contravenes this guidance or for which no guidance exists. Such judgements should always be recorded and shared with the Head and Foreign Head. The parent or carer must also be informed where necessary. In doing so, individuals will be seen to be acting reasonably. Staff should always consider whether their actions are warranted, proportionate and safe, and applied equitably.
- 在非常罕见的情况下，可能存在员工必须为了他们所负责的学生的最大利益作出违反指导或根本无指导可循的判断。此类判断应始终予以记录并与园长和外方园长共享。如有必要，还必须告知父母或照料者。这样做时，个人应被视作行为正常人。员工应该始终考虑他们的行为是否合理、适当并安全，并公平地应用。

## Confidentiality

### 保密性

- Staff may have access to confidential or personal information about pupils or colleagues in the process of undertaking their everyday responsibilities. They should never use this information for their own or others' advantage (including that of

partners, friends, relatives or other schools/services). Confidential information about a pupil should never be used casually in conversation or shared with any person other than on a need-to-know basis and never be used to intimidate, humiliate or embarrass the pupil.

- 员工在从事日常职责的过程中，可能获知有关学生或同事的保密或个人信息。决不可把这些信息用于自身或他人目的（包括伴侣、朋友、亲属或其他学校/服务）。关于学生的保密信息绝不可随意在谈话中出现或与任何需要了解该信息以外的人分享，决不可用于恐吓、羞辱学生或使学生难堪。
- Information about pupils, parents or colleagues must never be disclosed to telephone enquirers. Staff should ask the enquirer to put the request in writing so that it can be dealt with appropriately.
- 有关学生、家长或同事的信息绝不能透露给电话问询者。员工应要求询问者以书面形式提出请求，以便适当处理。
- There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass on information without delay, but only to those with designated child protection responsibilities. If in doubt about whether to share information or keep it confidential, staff should seek guidance from the Head or Foreign Head.
- 在某些情况下，员工可能会被要求分享有关学生的信息，例如，被指控或怀疑有虐待行为。在这种情况下，个人有义务毫不拖延地提供资料，但只给负有指定儿童保护责任的人。如对是否分享或保密信息存在疑问，则员工应从园长或外方园长处寻求指导。

### **Good Practice**

#### **良好做法**

Staff must be prepared to provide support and comfort to children during times when there may be stress at school, worry about problems at home or homesickness. We need to attend to a child's welfare and needs without becoming unduly concerned that we may be doing the wrong thing. Nevertheless, the boundaries of what is acceptable without being over-intimate need to be clear and the following guidance is offered to staff:

员工必须做好准备，对在学校遭受压力、担心家庭问题或想家的儿童提供支持和安慰。我们需要照顾儿童福祉且无需过分担心我们的行事有误。然而，需要明确可以接受但又不过于亲密的界限，以下是对员工提供的指南：

### **Communication and Contact with Pupils**

#### **与学生的沟通和接触**

- All communication and contact between pupils and adults should take place within clear and explicit professional boundaries.
- 学生和成年人之间的一切沟通和接触应在清晰明确的职业界限内进行。
- Staff should also be circumspect in their communications and contact with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.
- 员工在与学生沟通和接触时也应谨慎，以避免对其动机的任何误解，或任何可能被解读为越界的行为。



- Staff should share concerns with the appropriate member of staff, usually the Class Teacher, Head and Foreign Head.
- 员工应与相关的员工，通常是主班老师、园长和外方园长分享担忧。

## Language

### 言语

- Staff should not swear or use offensive language in front of pupils
- 员工不应在学生面前咒骂或使用冒犯性语言
- Staff should not use language which is discriminatory and demeaning in relation to gender, religion, ethnicity, sexual orientation, disability or age
- 员工不应使用在性别、宗教、族裔、性取向、残疾或年龄方面具有歧视性和贬低性的言语
- Staff should not make sexual innuendos or any comments of a sexual nature (other than in the context of SRE in the PSHEE curriculum), nor make any comments trivialising alcohol or drug abuse
- 员工不应作出性暗示或任何性相关评论（PSHEE 课程中的 SRE 内容除外），也不应对酗酒或药物滥用作任何轻视评论
- The use of sarcastic, demeaning or insensitive comments towards young people can also be regarded as a form of abuse which is potentially very damaging and must be avoided
- 对少年使用讽刺、贬低或不敏感的评论也可以被视为一种可能非常有害的虐待形式，必须加以避免
- It is recognised that, in order to discharge particular pastoral responsibilities, staff may from time to time need to engage in conversation with children which covers sensitive matters. Staff must use their professional judgement to ensure that they are not drawn into areas inappropriate to their duties or their relationship with the pupils concerned. In circumstances where such conversations occur, staff must let the Head and/or Foreign Head know immediately
- 人们认识到，为了履行特定的教牧职责，员工可能不时需要与涉及敏感问题的儿童进行交谈。员工必须发挥他们的专业判断，确保他们不被卷入与他们的职责或与有关学生的关系不相称的领域。在发生此类对话时，员工必须立即通知园长和/或外方园长

## One-to-One Situations

### 一对一的情况

- One-to-one situations have the potential to make pupils more vulnerable to harm by those who seek to exploit their position of trust
- 一对一的情况有可能使学生更容易受到那些试图利用信任地位的人的伤害
- Staff may also be more vulnerable to unjust or unfounded allegations being made against them
- 员工也可能更容易受到对他们提出的不公正或毫无根据的指控
- When one-to-one situations occur, reasonable and sensible precautions must be taken to ensure the safety and security of pupils and Staff alike

- 当一对一的情况发生时，必须采取合理和明智的预防措施，以确保学生和员工的安全和保障
- Teachers of individual lessons, i.e. music and individual needs (including SEND) should endeavour to ensure that their teaching takes place where visual contact with others can be maintained
- 个别课程的教师，例如音乐及个体需求（包括 SEND）应努力确保在与其他人保持视觉接触的情况下进行教学

## **Avoiding Misinterpretation**

### **避免误解**

Staff should:

员工应:

- try to model appropriate boundaries regarding personal space
- 尝试为个人空间建立适当的界限
- avoid special relationships or rumours of having ‘favourites’
- 避免特殊关系或有“宠儿”的谣言
- avoid spending unequal amounts of time with a given child or group of children
- 避免在特定的单个或一群孩子身上花费不平等的时间
- be wary of forming ‘special’ relationships with particular children’s families that might compromise them professionally
- 小心与特定孩子的家庭形成有损其专业表现的“特殊”关系
- be aware of how their actions may be interpreted by others looking in from outside
- 注意外部人士对自身行为解读
- be observant of the behaviour of colleagues and, if they feel that their actions could be seen by others as inappropriate, tell them or the Designated Safeguarding Lead
- 观察同事的行为，如果觉得同事的行为可能被别人认为是不适当的，则应告诉他们或指定的保障领导

## **Interviewing children and dealing with an unhappy child**

### **采访孩子和与不快乐的孩子相处**

- Follow the procedures set down in [‘Dealing with Pastoral Incidents’](#)
- 遵循“处理教牧事件”的程序
- If it is necessary to be alone with a child, this should, ideally, be in a place in full view of others
- 如果有必要单独和孩子在一起，则在理想情况下应该在别人完全可见的地方。
- If a child is injured or upset, appropriate comforting is a natural reaction. In full view of others, this is fine but staff should be aware that in a one to one situation, such comforting may be open to misinterpretation
- 如果一个孩子受伤或不安，那么合适的安慰是自然的反应。在别人可见的情况下这没有问题。但员工应该意识到，在一对一的情况下，这样的安慰可能会导致误解
- Be aware that an upset child might readily misconstrue a situation and, if possible, always ensure that the child is accompanied by a friend
- 请注意一个不安的孩子可能很容易误解情况，如果可能的话，一定要确保孩子有朋友陪伴

- When investigating allegations of e.g. bullying, it is wise to invite another pupil to attend, so that the child feels supported. This will also act as protection from misinterpretation
- 当调查诸如欺凌行为的指控时，邀请另一名学生参加是明智的做法，这样孩子会觉得受到支持。这也将起到防止误解的作用
- In responding to individual children's distress, staff will need to consider carefully whether they should offer advice, sympathy or counselling if a discussion enters a sensitive area or, alternatively, refer them to a colleague or agency better placed to offer appropriate advice
- 在应对个别儿童的痛苦时，如果讨论进入敏感领域，则员工需要慎重考虑是否应该提供建议、同情或咨询，或是把儿童推荐给更适合提供适当建议的同事或机构

## Behaviour Management

### 行为管理

- All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult and challenging behaviour
- 所有学生都有得到尊重和尊严的权利，即使在他们表现出难以理解或不逊的行为时也应如此
- Staff should not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments is not acceptable in any situation. Any sanctions or rewards used should be part of recognised systems and procedures as set out in the [Behaviour Policy](#).
- 员工不应以任何有辱人格的形式惩罚学生。在任何情况下，使用讽刺、贬低或不敏感的评论都是不可接受的。使用的任何制裁或奖励应为[行为政策](#)所规定的认可制度和程序的一部分。
- Any incidents of bullying should be dealt with swiftly in accordance with the [Anti-bullying Policy](#) and [Cyberbullying Policy](#).
- 任何欺凌事件都应根据“反欺凌政策”和“网络欺凌政策”迅速处理。

## Physical Contact with Pupils

### 与学生的身体接触

Given the age of the pupils, physical contact between pupils and staff may be appropriate. Staff must exercise common sense when with the children in their care and should make sure any physical contact is appropriate to the situation. Staff should never have any physical contact with a child which could be misinterpreted. Some incidences where physical contact may be necessary/unavoidable are:

考虑到学生的年龄，学生和员工之间的身体接触可能是适当的。员工在照顾孩子时必须学习常识，并确保当时情况下的身体接触是适当的。员工不应与儿童有任何可能被误解的身体接触。一些必要/不可避免的身体接触的事件是：

- Contact in PE. It should, however, be seen as appropriate by others
- 体育接触。然而，它应该被其他人认为是适当的
- Physical contact may be necessary in Drama and in some forms of skills coaching – e.g. in instrumental music lessons. Any such contact should likewise be seen as appropriate

- 戏剧和在某些形式的技能指导中——例如器乐课程，身体接触可能是必要的。任何此类接触也应被视为适当的
- First Aid – staff who administer First Aid should, where possible, ensure that another adult is present if there is any doubt over the possibility of any physical contact being misconstrued
- 急救——员工进行急救时，如果对身体的任何接触可能导致误解的话，则应尽可能地确保另一名成年人在场
- Teachers of individual instrumental music lessons should teach only in the designated space where all teaching rooms are clearly visible from the outside and should avoid unnecessary physical contact
- 个别器乐课的教师只应在指定的场所授课，所有教室都可从外面清晰看到，并应避免不必要的身体接触
- Comforting a child who is upset or unwell
- 安慰不安或不适的孩子
- Helping a child who has soiled their clothing
- 帮助弄脏衣服的孩子

If a child needs to be restrained, the school's [Physical Restraint and Use of Reasonable Force Policy](#) should be followed.

如果需要约束儿童，则应遵循本校的[身体约束与合理力量使用政策](#)。

## Physical Intervention

### 身体干预

- All staff with responsibility for children's safety and welfare must deal professionally with all incidents involving aggressive behaviour and only use physical intervention as a last resort, always ensuring minimal risk of injury to pupils and staff. **Corporal punishment and the threat of corporal punishment are prohibited. Staff must never shout at, humiliate or use sarcasm with pupils.**
- 所有负责儿童安全和福祉的员工必须专业处理所有涉及进攻性行为的事件，并将身体干预作为最后手段。尽量减少学生和员工受伤的风险。**禁止体罚和威胁体罚。员工绝不能对学生大喊大叫、羞辱或讽刺。**
- Staff must follow the guidelines set out in the [Physical Restraint and Use of Reasonable Force Policy](#).
- 员工必须遵守[身体约束与合理力量使用政策](#)中规定的指导方针。

## Changing

### 更衣

- Where possible, more than one member of staff should be in charge of changing, to avoid the potential for compromising circumstances and to remove as far as possible any opportunity for abuse
- 在可能的情况下，应由一名以上的员工负责更衣，以避免有可能损害名誉的情况，并尽可能消除任何滥用权力的机会。
- When it is not possible for more than one member of staff to be in attendance, staff need to be particularly alert to the potential hazards of being the sole member of staff in charge of changing. At such times, a member of staff should

ensure that a group of children is present and should avoid being alone with an individual child

- 当不可能有超过一名员工出席时，员工需要特别注意作为唯一负责更衣员工的潜在危害。在这种情况下，员工应确保有一群儿童在场，并应避免单独一个人在更衣室与单个儿童在一起
- Any concerns with regard to the supervision of changing should be addressed to the Head or another designated person
- 关于更衣监督的任何顾虑，应向体育主任和/或指定人员提出。
- Any other events – e.g. theatrical productions – that require changing arrangements should follow the above guidance
- 任何其他需要更衣安排的活动，例如戏剧制作，均应遵照上述指南
- Staff should avoid changing in the presence of children. If a gender clash arises, the female member of staff should use the girls' changing room
- 员工应避免在儿童在场的情况下更衣。如果发生性别冲突，女职员应使用女生更衣室

### Searching and Confiscation

#### 搜查和没收

- There may be times when a member of staff needs to search a pupil or a pupil's belonging's because something has gone missing and there are reasonable grounds to conduct a search. In such circumstances staff must follow the guidelines set out in the [Searching and Confiscation Policy](#).
- 有时，在东西丢失且有合理理由进行搜查时，员工需要搜查学生或学生所属物。在这种情况下，员工必须遵守[搜查和没收政策](#)所载的指南。

### Intimate Care

#### 贴身照料

There may be occasions when a member of staff needs to undertake personal care tasks with children but particularly to those who are in Pre-KG to KG1. The normal range of development for this group of children indicates that they may not be fully toilet trained. In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment. Examples of these may be children who have limbs in plaster or are temporarily wheelchair bound. In such circumstances staff must follow the guidelines set out in the [Intimate Care Policy](#).

有时可能会发生员工需要对儿童进行个人护理任务，特别是那些处于幼年基础阶段的儿童。这群儿童的普遍发展规律表明，他们可能没有受过充分的如厕训练。除此之外，还有其他弱势儿童群体和少年，由于 SEN 和残疾、医疗需要或暂时的损害，所以在短期、长期或永久性的基础上需要个人照料支持。其中的例子可能是肢体打上石膏的儿童，或暂时坐轮椅的儿童。在这种情况下，员工必须遵守“[贴身照料政策](#)”中规定的指导方针。

### Social Contact with Pupils

#### 与学生的社会接触

- Staff should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship

- 员工不应为了建立友谊或追求或加强一种关系而与学生建立或寻求建立社会接触
- If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of Staff should exercise his or her professional judgement in making a response
- 如果学生或家长寻求建立社会接触，或碰巧发生这种情况，员工应在作出反应时运用其专业判断
- Some social contacts will be easily recognised and openly acknowledged, for example when the parent and Staff are part of the same social circle. Nevertheless, Staff should be aware that some social contacts which are not common knowledge can be misconstrued as being part of a grooming process
- 有些社会接触很容易被认可和公开承认，例如，当父母和员工是同一社会圈子的一部分时。然而，员工应该意识到一些非常识的社会接触会被误解为勾引幼童的一部分
- It is recognised that Staff can support a parent who may be in particular difficulty; however, care needs to be exercised in situations where the parent comes to depend on the member of staff for support outside their professional role. These situations should be discussed with the Head and Foreign Head and, where necessary, referrals made to the appropriate support agency.
- 人们认为，员工可以支持可能有特别困难的父母；但是，在父母依赖员工提供超出职业范围的支持的情况下，需要小心谨慎。这些情况应与园长和外方园长讨论，必要时应转介到适当的支助机构

### Contact with pupils out of School

#### 与学生的校外接触

- Staff should never arrange meetings with individual pupils off the school premises without the prior approval of the Head
- 员工不得在未经校长事先批准的情况下，在校舍外安排与个别学生会面
- Staff should never take children on overnight trips alone
- 员工不应该单独带孩子们去过夜旅行
- Staff should not arrange private tuition of any of the school's pupils, in school or beyond, during term time or holiday time, without the prior approval of the Head ([Policy for Private Tuition](#)). Once approval has been granted by the Head, further approval must be sought from the Designated Safeguarding Lead to ensure the proper procedures for safeguarding are in place. (Requesting Approval for Tuition Taking Place Outside of School)
- 未经校长事先批准，员工不得在学期或假期期间在学校或校外安排任何学生的私人教学（[私教政策](#)）。获得校长批准后，必须向指定的保障领导进一步申请批准，以确保有适当的保障程序。（申请批准校外私教协议的链接请见[这里](#)）
- Staff should not arrange tuition on the school's premises of any pupil from beyond the school without the prior approval of the Head.
- 员工未经校长事先批准，不得校舍内给校外学生安排教学

- Staff should not give pupils their home address, home telephone number, mobile phone number, or non-School e-mail address.
- 员工不应给学生家庭住址、家庭电话号码、手机号码或非学校电子邮件地址
- Staff should not make arrangements to meet pupils, individually or in groups, outside School other than on School trips authorised by the Head and Foreign Head
- 除了园长和外方园长授权的学校旅行，员工不应安排单独或群体学生在校外见面
- Staff are advised not to attend private pupil parties and should be aware of their professional standing and responsibilities when attending parties arranged by parents at which pupils are also present
- 提醒员工不要参加私人学生聚会，并应清楚了解他们在出席家长安排的聚会（学生也会出席）时的专业立场及责任

### Gifts, Rewards and Favours

#### 礼物、奖励和偏袒

- Staff should be aware that consistently conferring special attention and favour upon a child might be construed as being part of a ‘grooming’ process and as such will give rise to concerns about their behaviour
- 员工应该了解对某个孩子的特别关注和偏爱可能被认为是“勾引”过程的一部分，这样会引起对他们行为的担忧
- Staff should not give presents to an individual pupil outside of the school rewards system. This could be a form of grooming
- 员工不应在学校奖励制度之外向个别学生赠送礼物。这会是勾引的一种形式
- Staff should take care to ensure they do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment. Please refer to the [Anti-Bribery Policy](#).
- 员工应注意确保他们不接受任何可能被视为贿赂或导致让给予者期待偏爱待遇的礼物。请参阅[反贿赂政策](#)
- It is unacceptable to receive gifts on a regular basis or of any significant value.
- 不可定期接受礼物或接受任何有重大价值的礼物
- Gifts given or received in situations which may be misconstrued must be declared to the Head.
- 在可能被误解的情况下给予或收到的礼物必须申报给园长
- Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice
- 当为校队、生产、旅行和/或特定的工作任务时选择学生时，员工应谨慎行事，以避免产生偏袒或不公正的看法
- Similar care should be exercised when pupils are excluded from an activity. No child should be excluded from an activity without prior consultation with the Head or Foreign Head
- 当学生被排除在活动之外时，也应采取类似的注意措施。未经事先与园长或外方园长协商，任何儿童不得被排除在活动之外

### Relationships

## 关系

- Staff should understand that they are in a position of trust in relation to pupils, giving them influence and power by virtue of the knowledge they have and/or the authority invested in their role
- 员工应明白，他们在学生心里处于信任地位，凭借其所拥有的知识和/或对其职能所赋予的权力，给予他们影响力和权力
- Staff should ensure that their relationships with pupils clearly take place within the boundaries of a respectful professional relationship and avoid behaviour which might be misinterpreted by others
- 员工应确保他们与学生的关系清楚地发生在相互尊重的职业关系的范围内，并避免可能被他人误解的行为
- A relationship between an adult and a pupil is not a relationship between equals and there is a potential for exploitation and harm of vulnerable young people
- 成人和学生之间的关系不是平等的关系，而且有可能剥削和伤害弱势少年
- Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification
- 员工有责任确保不为了个人利益或满足使用不平等权力

## Infatuations

### 迷恋

- Occasionally, pupils may develop an infatuation for a member of staff. In such situations the advice of the Head/Foreign Head **must** be sought
- 有时，学生可能会对一名员工产生迷恋。在这种情况下，**必须**征求园长或外方园长的意见
- Staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is beyond reproach
- 员工应敏感并适当地处理这些情况，以维护有关各方的尊严和安全。然而，他们应该继续意识到，这种迷恋导致语言或行为被曲解的风险很高，因此应尽一切努力确保他们自己的行为是无可指责的
- Other members of staff have a part to play in alerting a colleague to the possibility of an infatuation in order that appropriate steps can be taken to minimise hurt and distress and the risk to the member of staff concerned
- 其他员工在提醒同事注意迷恋的可能性方面可以发挥作用，以便采取适当步骤尽量减少有关员工的伤害和痛苦以及风险
- Whilst the risk of infatuation is not limited to younger members of staff, they must recognise their particular vulnerability to adolescent infatuation. If a member of staff is concerned that he/she is developing a friendship with a pupil which would have the potential to become an unacceptable relationship, he/she must ensure that the relationship does not develop further
- 虽然迷恋的风险不限于年轻的员工，但他们必须认识到他们对青少年迷恋的特殊脆弱性。如果员工担心他/她与学生发展的友谊有可能成为不可接受的关系，他/她必须确保这种关系不会进一步发展



- Staff have a responsibility to ‘whistleblow’ on themselves or a colleague immediately in such circumstances
- 在这种情况下，员工有责任立即“检举”自己同事

## **Sexual Contact**

### **性接触**

- Staff should not have any form of communication with a pupil which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, texts, emails or physical contact
- 员工不应与学生进行任何可能被解释为性暗示或挑衅性的交流，如口头评论、信件、短信、电子邮件或身体接触
- Staff should not make sexual remarks to, or about a pupil, discuss their own sexual relationships with or in the presence of pupils or have sexual relationships with pupils. It is an offence for a member of staff to engage in sexual activity with or in the presence of a pupil or to cause or incite that pupil to engage in or watch sexual activity
- 员工不应与学生或在学生在场的情况下讨论自己的性关系，或与学生发生性关系。与学生或在学生在场的情况下从事性行为，或导致或煽动该学生从事或观看性行为都是犯罪
- Any sexual activity between a member of staff and a pupil may be regarded as a criminal offence and will always be a matter for disciplinary action.
- 员工与学生之间的任何性行为可被视为刑事犯罪，并将始终是纪律处分的事项

## **Grooming**

### **勾引**

A child abuser may spend a great deal of time and energy ‘grooming’ a child and thereby creating an opportunity for abuse. Such grooming will involve gaining the child’s confidence and trust and may also involve gaining the trust of the child’s family and/or of other adults associated with the child

虐待儿童的人可能会花费大量的时间和精力“勾引”一个孩子，从而创造一个虐待儿童的机会。此类勾引将涉及获取孩子的信心和信任，并可能包括获得儿童家庭和/或与儿童有关的其他成年人的信任

Within the context of a school, it is essential to be aware of possible warning signs of grooming and to raise any concerns in this regard with the Designated Safeguarding Lead (Head of School) or the Foreign Head. Such warning signs may include spending excessive amounts of time with a particular child or group of children, arranging to meet with children outside of school, albeit in the company of their parents or e.g. by arranging holiday tuition (often with the parents’ full support), breaching guidelines with regard to being alone with children or using inappropriately sexual language with children. All of these behaviours are dealt with in the guidance above and staff should feel comfortable that, by following the guidance, they will avoid arousing unjustified suspicions.

在学校范围内，必须注意到可能出现的勾引警告信号，并在这方面向指定的保障领导（园长）或外方园长报告。这种警告信号可能包括与特定的孩子或一群孩子花费太多的时间，安排在学校以外的孩子见面，尽管有家长的陪伴或例如安排假期教学（通常在父母的全力支持下），违反与儿童独处或对儿童使用不适当的性语言的指导原则。

所有这些行为都在上面的指导中得到处理，员工应该感到放心，因为遵循这些指南将避免引起不合理的怀疑。

In recent times, internet grooming has become an increasing concern. The school's ICT policies provide safeguards against such activity within school but staff should take seriously and report to the Designated Safeguarding Lead the Head or the Foreign Head any concern that a child may at home be engaged in unsuitable internet activity. The policies are as follows:

近年来，网络勾引已成为人们日益关注的问题。学校的 ICT 政策提供了防止校内此类活动的保障，但员工应认真对待并向指定保障领导（园长）或外方园长汇报任何儿童可能在家中从事不适当的互联网活动的担忧。政策如下：

- **Acceptable Use Policy**
- **可接受的使用政策**
- **ICT Guidance for Staff**
- **员工 ICT 指南**

*Staff who contravene any of the above guidelines or, in retrospect, feel that an action could be seen as inappropriate, should discuss the matter immediately with the Head and Foreign Head so that notes can be made and securely kept should reference need to be made to them in the future.*

*员工如违反上述任何指引，或事后认为某项行动可能被视为不适当，应立即与园长和外方园长商讨此事，以作记录并妥善保存，以便日后需要*

The Designated Safeguarding Lead and Behaviour Lead is Mrs Alice Wu, Head of School.

指定保障领导和行为领导是园长巫玉秀女士。

This is a whole school policy.

这是一项完整的学校政策。