

# **EMPLOYEE CODE OF CONDUCT**

## **Employee Obligations**

This obligation, policy and procedures will apply to all persons associated with Nishimachi including but not limited to all employees, volunteers and persons interacting with students.

All Nishimachi employees share a responsibility for the safety and welfare of all students. Nishimachi employees may not engage in any activity constituting child or student abuse.

Nishimachi employees must report any suspected abuse occurring on or off campus to the Head, relevant principal or the Director of Administration and External Affairs.

## **Preventative Steps and Requirements**

All Nishimachi employees will:

- foster a climate of freedom to tell.
- undertake annual mandatory training in the prevention, detection and reporting of abuse of students.
- only speak or interact with students in an appropriate professional manner.
- never use phone calls, texting, social media, emails, or similar technology to have one-on-one private communication with students for non- school related matters.
- maintain strictly professional relationships with students at all times and should not socialize with students on or off campus outside of school hours, without consulting with the relevant principal and with the approval of the student's parent/ward/guardian.
- only shower prior to the school day before 8:00am, before the Blue Building shower/toilet facilities are opened to students.
- be extremely cautious concerning counseling students about sensitive personal issues. If unsure, employees should seek advice from the guidance counselor or relevant administrator.
- avoid being alone in a room with a student for any extended period of time during school hours. If a one to one session is necessary, the employee should inform another adult that s/he will be meeting individually with a student. If an employee is alone with a student in a room for any extended period of time, s/he should not sit between the student and the door.

- wear his/her school name tag at all times so that, in any emergency, students can identify them as staff.

### **Nishimachi employees should not:**

- use student bathrooms, or if there is an immediate necessity, use with great care, using toilet stalls rather than urinals, to prevent possible accusations.
- shower or bathe or be disrobed with students under any circumstances. The employee may only, for supervisory or safety purposes, enter locker rooms or bathing areas where students are present, but s/he should be fully clothed. The employee must alert the students that s/he is entering the room, and if possible tell another adult that s/he is going to check on the students in the bathing/changing area. In such cases, and unless in urgent situations, supervisors should only enter changing areas of the same sex (i.e., male supervisors in boys changing areas only; female supervisors in girls changing areas only).
- smoke or use tobacco products, or be intoxicated under the influence of alcohol or other substances at any time while in a supervisory role, in the presence of students.
- host Nishimachi students in their homes, without notifying the Head or relevant principal prior to the event.
- give gifts to students without parent permission and/or without administration approval.
- take images of students that might be considered by others within the school community as voyeuristic or inappropriate, nor store images of students on their personal digital devices.

### **Discovery and Reporting of Alleged Abuse**

When abuse occurs or is suspected, employees:

- are mandated to immediately report their suspicion/ opinion to the Head, relevant principal or the Director of Administration and External Affairs.
- should never suggest to anyone that confidential discussions be kept from school officials or parent/ward/guardian.

## **Consequences**

1. Nishimachi employees who are involved in, or accused of, child or student abuse will immediately be removed from any contact with students. The Head and relevant principal, will swiftly, professionally and thoroughly conduct an inquiry and if appropriate inform the Board Chair.
2. If the allegation is proven to be true, the Head will determine suitable disciplinary action, which could result in termination of employment in accordance with the Faculty/Staff Rules of Employment and further legal action. This applies even to a first offence.
3. Nishimachi employees who violate any of these regulations will at a minimum be officially reprimanded in writing. This will take place in a meeting involving the Head and the relevant principal.
4. If inappropriate behavior did exist but does not constitute abuse, the perpetrator will be subject to appropriate disciplinary consequences in accordance with the Faculty/Staff Rules of Employment.
5. If the investigation indicates that reasonable grounds do not exist to support allegations of abuse, a written statement to that effect will be issued by the Head to the employee in question and appropriate support given to the employee.

## **Declaration**

**I have read and understood Nishimachi International School's Student Protection Policy, this Code of Conduct, and the consequences for not following the policy.**

**I agree to abide by this policy and the Code of Conduct.**

**Name.....**

**Signed.....**

**Date.....**