# Staff Code of Conduct

HOPE International School (HOPE) requires that all adults engage in safe, supportive, and respectful interactions with children at all times. The following information outlines appropriate and expected conduct for physical behavior, verbal and digital communication, reporting, and general conduct.

By signing this document, I understand that children have intrinsic value as declared in scripture and deserve our respect, nurture, care and protection. I understand the Bible is clear on warnings towards those who mistreat children. I am committed to treating children fairly regardless of race, gender, age, or religion.

Staff will:

- Treat all children with respect and provide safe and supportive interactions that foster children's social, emotional, and academic development.
- Fully cooperate with and participate in any HOPE child safety inquiry.
- Comply with mandatory reporting procedures for HOPE and Cambodia.

Staff will not:

- Engage in any inappropriate behaviors outlined in this Code of Conduct and the HOPE Child Safety Policy.
- Use or be under the influence of alcohol, tobacco, or other drugs in the presence of children whilst representing HOPE.
- Give individual children gifts without the knowledge of the children's caregivers.

**Physical Behavior**

- In my interactions with students I will be careful to reduce potential risk by following the strategies of minimizing isolation, increasing accountability, and balancing power and control.
- I will avoid one-to-one situations with students that give the appearance of being inappropriate and/or are isolating. I understand that a child should always be given the option of having another adult present.
- I will notify my principal and the school counselor when engaged in ongoing pastoral care relationships with students for accountability and collaboration purposes.
- As a person who has engendered trust from a child, I will not tolerate physical, emotional or sexual child abuse or neglect and will report when alerted to such.

The following are examples of appropriate and unacceptable physical behavior:

Appropriate physical behavior includes contact that maintains physical boundaries at all times and only consists of public and nonsexual touches, such as:

- pats on the back or shoulder
- child-initiated hugs
- holding hands to cross campus safely

- support with toileting or changing clothes only with younger children who require assistance and with another adult or child present

Unacceptable physical behavior is any contact that abuses, exploits, or harasses the child, such as:
- slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking, spanking, unnecessarily restraining students
- patting the buttocks
- touching private body parts
- intimate/romantic/sexual contact or inappropriate emotional attachment with students
- possessing/viewing/accessing/ downloading child pornography or involving children in pornographic viewing or activities

**Communication**

I will use caution and discretion in all verbal, nonverbal and digital communication with students (including email, text, and all forms of social media, etc.) I will be guided by principles of professionalism and integrity.

Appropriate
- praise and/or positive reinforcement with a pedagogical purpose when used consistently and equally for all children
- emails using the hope.edu.kh address with pedagogical purpose and subject to periodic monitoring

Unacceptable
- profanity, sexual innuendo, or risqué jokes
- private messaging via private phone messaging, social media and/or online gaming communities
- yelling, threatening, ridiculing, shaming, humiliating, or degrading comments
- allowing access to electronic devices that may expose children to inappropriate content

**Reporting**

I will immediately report any reasonable suspicion, knowledge and/or disclosure of the following to the Director according to school policy:

1. inappropriate behavior between adults and children,

2. inappropriate behaviour between students

3. significant misconduct by students or staff

Initials _____