

The EiM Safeguarding Code of Conduct

EiM教育集团《儿童权益安全保护行为准则》

The Safeguarding Code of Conduct:

《儿童权益安全保护行为准则》：

- makes clear what is required of all staff, third-party suppliers and regular volunteers, gap students or interns and supports them in their duty to protect the child and the whole school community
- 明确规定了所有教职人员、第三方供应商、定期志愿者、间隔年学生和实习生必须遵守的各项要求，并且为他们履行保护儿童以及整个学校社区安全的职责提供支持
- reduces the risk of false allegations
- 降低了发生虚假指控的风险
- is reviewed annually by the EiM Director of Safeguarding and the EiM Safeguarding Leads
- 每年需经EiM教育集团儿童权益安全总监以及EiM教育集团的各个儿童权益安全负责人审查

The core competencies that must be demonstrated are:

必须遵循的核心要素为：

1. Place the child at the centre of all that you do
一切工作准则以学生为中心
2. Understand possible signs and indicators of abuse and neglect
了解虐待和忽视的可能迹象和显示
3. Know how to respond and communicate with children
了解应当如何回应孩子以及如何与孩子沟通
4. Be persistent in your response to safeguarding needs
对安全保护需求的坚持
5. Understand what might make some children more vulnerable
了解可能会造成某些孩子更容易受到伤害的原因
6. Understand your College Safeguarding policy, related policies and Code of Conduct
了解学校的儿童权益安全保护政策，相关条例及行为准则
7. Know how to share key information safely and who to share it with
了解如何安全地转递关键信息，以及向谁传达

This code of conduct must be signed and returned.

请务必签署此项行为准则并上交。

If you are a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment. Anyone working at any EIM school, whether in a paid or unpaid role, is expected to adhere to this Code of Conduct and you will be asked to sign and return it as acceptance of your commitment to it.

如果您是教职人员，此项《儿童权益安全保护行为准则》是您雇佣合同中的组成部分。每一位效力于EiM教育集团教育集团旗下任何学校的工作人员，无论是带薪岗位或无薪岗位。都必须遵守此项《儿童权益安全保护行为准则》，并且必须签署该行为准则，以表明同意依照该《儿童权益安全保护行为准则》的规定行事。

You must:

您必须：

- maintain the highest levels of personal and professional conduct;
• 保持最高水平的个人及职业行为标准；
- be able to identify situations that may place a member of the school community at risk and know how to deal with such situations;
• 能够辨识可能使学校社区成员面临风险的情况，并且了解如何处理此类情况；
- know how to report any knowledge, concerns or suspicions about possible abuse or maltreatment;
• 清楚该如何对任何可能存在的虐待或打骂的情况进行举报；
- Understand the importance of safe touch as guided by the College and be aware of how physical touch may be perceived and/or misunderstood, and whether it is appropriate;
• 了解安全接触的重要性，并且意识到肢体接触会带来怎样的感知和/或误解，以及肢体接触是否适度合理；
- organise work and the workplace to minimise any potential Safeguarding risks; including always being as visible as possible to other adults when working with children;
• 对工作和工作场所的组织安排应尽可能减少任何潜在的儿童权益安全保护风险；包括在与孩子们接触的过程中，应始终尽可能有其他成年人在场；
- ensure that any actions or forms of behaviour that are inappropriate or may lead to abuse do not go unnoticed or tolerated;
• 确保任何不适当或可能导致虐待的行动或行为方式不会被忽视或默许；
- respect children's rights and treat them with fairness, honesty, dignity and respect;
• 尊重儿童的权利，根据公平、诚实、尊严和尊重的原则对待儿童；
- avoid language or behaviour that devalues the importance of safeguarding and the protection of children.
• 避免在语言或行为上贬低儿童权益安全保护的重要性。

You must never:

您绝对不能：

- abuse or maltreat a child (physically, emotionally, sexually, or through neglect);
• 虐待或粗暴对待儿童（无论是身体、情感或性方面的虐待，或者是采用漠视的态度）；

- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine anyone in the school community;
- 利用职位来恐吓、欺凌、威胁、歧视、胁迫或危害学校社区中的任何人;
- behave or communicate with children or adults to build inappropriate relationships in order to abuse or put them at risk;
- 通过向儿童或成年人的沟通并建立不正当的关系，从而伤害他们或者使他们处于危险之中;
- give or receive gifts to/from children; give special rewards or privileges in an attempt to build inappropriate relationships with children;
- 给予孩子们礼物或接受孩子们的礼物; 给予特殊奖励或特权，从而试图与孩子们建立不正当的关系;
- engage in, or attempt to engage in, sexual or inappropriate relationships with children, including the use of suggestive conversations, comments, texting, sharing of inappropriate images/videos, or emails;
- 与儿童发生性关系或保持不正当关系，或者试图与儿童发生性关系或保持不正当关系，其中包括使用暗示性语言、评论、信息、分享不适当的图像/视频或电子邮件;
- engage with children using online personal communication including but not limited to e-mail, chats, and social networks, except only professional online tools and environments that are sanctioned by the employer and used in the course of the child's education and welfare;
- 使用个人网络通信方式与孩子们接触，其中包括但不仅限于电子邮件、聊天和社交网络，但征得雇主批准并用于儿童教育和福利的专业在线工具和环境除外;
- record, possess or share indecent images of children;
- 记录、掌握或传播儿童的不雅图像;
- sleep in the same room or bed as a child with whom you are working;
- 与在工作中接触的孩子们睡在同一个房间或同一张床上;
- do things for children of a personal nature that they can do themselves;
- 为孩子们做他们自己能做的私事;
- offer transport in your car to a student without express parental/management permission, except in the case of emergency;
- 在未征得家长/管理层明确许可的情况下，提出用您的交通工具接送学生，但紧急情况除外;
- carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs;
- 在酒精、溶剂或药物的不利影响下开展您的工作或志愿服务;
- encourage or assist others to break the law in any way; condone or participate in behaviour by children that is illegal, abusive or endangers their safety;
- 鼓励或协助他人以任何方式违反法律规定; 包容或参与儿童的非法行为，或虐待他人的行

为抑或危害其安全的行为；

- discriminate against, show differential treatment towards or favour particular children to the exclusion of others.
- 歧视特定儿童、对特定儿童给予差别待遇，或者偏袒特定儿童。

This list is not exhaustive or exclusive. The basic principle is that staff and volunteers must avoid behaviours that may be inappropriate or potentially abusive towards children.

以上所列内容并非详尽无遗。应遵守的基本原则是，工作人员和志愿者必须避免对孩子们做出不适当或可能造成危害的各种行为。

DECLARATION:
声明:

I acknowledge that I have read and understand EIM Safeguarding Policy and Competencies, and promise to strictly follow the rules and guidelines in this EIM Safeguarding Code of Conduct as a condition of my providing services to the children and staff of EIM.

本人特此确认, 本人已阅读并且理解EiM教育集团《儿童权益安全保护政策》, 并且承诺将严格遵守本EiM教育集团《儿童权益安全保护行为准则》中所载的各项条例与指引, 这是本人能够向EiM教育集团的儿童和教职人员提供服务的前提条件。

In addition, I will:

此外, 本人将:

- comply with the mandatory reporting regulations of EIM to report suspected child abuse.
- 遵守EiM教育集团的强制上报规定, 举报任何虐待儿童的可疑行为。
- co-operate fully in any investigation into the abuse of a child or children.
- 在任何针对虐待儿童的调查中给予充分配合。

My signature confirms that I have read this EIM Safeguarding Code of Conduct and that, as a person working with children, I agree to follow these standards.

本人签署本文件表明本人已阅读EiM教育集团《儿童权益安全保护行为准则》, 并且作为一名接触儿童的工作人员, 本人同意遵守此等标准的要求。

I understand that any action inconsistent with this EIM Safeguarding Code of Conduct or failure to take action mandated by this EIM Safeguarding Code of Conduct may result in disciplinary action up to and including removal from EIM.

本人理解, 任何与EiM教育集团《儿童权益安全保护行为准则》不相符的行为或者任何未能采取EiM教育集团《儿童权益安全保护行为准则》之规定行为的情况, 都可能导致本人遭受纪律处分, 被开除出EiM教育集团。

Name: _____
姓名: _____

Signature: _____
签名: _____

Date: _____
日期: _____