

Child Safety and Protection Code of Conduct

LDi includes iSC schools in China and MENA (including CDES, CDIS, iSQ, TWS, TIS, WYIS, iSW, THIS, YIA) and any other LDi entities.

All staff and volunteers shall assume the full burden of maintaining appropriate boundaries in all interactions with children under our care, for the prevention of child maltreatment. ANY report of suspected maltreatment will trigger the Child Safety & Protection (CS&P) Response Process in accordance with the Policy and Procedures.

The expectations include, but are not limited to, the following:

TWO ADULT RULE: The single most effective way to protect children, staff and volunteers is by observing the 'Two Adult Rule'.

- ❖ One adult should not be alone with one child out of the view of others anywhere at any time for any reason and will do so in the following ways:
 - Two **unrelated (non-family)** adults must be present at all times when a child is present.
 - In a classroom or event that encompasses a group of children, one adult shall never be alone with fewer than three (3) children except in approved school classrooms or work space located in high traffic areas where **many people regularly** walk past, and there is **clear visibility** from the exterior, i.e., window in the entry door. This includes but is not limited to counseling, language or instrumental music lessons, mentoring, tutoring or learning support assistance.
 - Staff or volunteers should not be alone with a child in any isolated area, indoors or outdoors, nor in a vehicle or on video communication.
 - In an emergency where a child's life or personal safety is at risk, any 2 adults should be involved with the child. If that is not possible, secure the child's safety, then contact your supervisor, Head of School, or Director ASAP as well as the parent/guardian.
- ❖ No student should be in your private residence in the role of a student (this does not apply to students coming in the role of spending time with your child). If a student group event is planned in

this location, prior permission is required from your supervisor and Head of School (or Director), and a permission form signed by parents. The 'Two Adult Rule' applies.

SAFE TOUCH:

- Touch should always be open, not secretive.
- Touch must be age-appropriate and generally initiated by the child, not the adult. It is wise for an adult to ask permission before touching a child, even in offering a celebratory hug.
- Children always have the right to decide how much physical contact they receive from others, except in exceptional circumstances where they need medical attention.
- Any physical activity/game that is, or may be thought to be, sexually stimulating to the adult or the child should not take place.
- Staff / Volunteers will not use physical punishment with a child.
- Touch must always communicate respect for the child:

Appropriate Touch:

- > side hugs or age-appropriate hugs when others are present
- > pats on the shoulder, back or head
- > shoulder to shoulder hugs

INAPPROPRIATE Touch:

- > touching buttocks, chest, breasts, genitals, or thighs
- > showing affection in isolated areas or when alone with a child
- > sleeping/lying down in a bed with a child
- > exposing private body parts

> playing sexually suggestive games

COMMUNICATION:

- Any communication by any means between you and a child under our care must never be personal in nature and must always be open to public scrutiny.
- No secret activities or private communication through any form of social media is acceptable with any child in our care.
- No use of language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or knowingly culturally inappropriate.
- Electronic communication with an individual child will only be through approved school applications such as PowerSchool, Canvas, and/or your LDi/iSC email account. Any other means will be considered *inappropriate* unless pre-approved by the appropriate Head of School for a specific purpose. Approval is dependent on approved strategies being in place that address relevant risks.
- Mobile phone, WeChat or WhatsApp contact with an individual child under our care is only to occur in the context of excursions/field trips where it is normally necessary to ensure student safety and communicate informative messages. In all cases a 2nd staff member must be included in any communication and the group must be set up by sharing a QR code NOT by becoming personal contacts the students. Any exceptions must be with the awareness and agreement of the appropriate Head of School for a specific limited purpose or context.
- If phone or social media contact is initiated by a child in our care to you, you are advised to defer the question to email or request to speak in person the next school day.
Never post photos of children in our care without written permission of the parent/guardian and the child's awareness.
- Avoid joining online groups with children under our care. In public social groups (for example - Sport club chat group, MUN facebook page etc) make sure that other adults, preferably staff, are also in the group and that your communication in the group remains professional and for the purpose that the group was established.

- Where there is a legitimate family connection to a student outside of work (e.g sport team coach, family friends) staff need to remain conscious of their professional responsibilities, any contact should be generated in relationship with the parents or team organization.
- Never post photos of children in our care without written permission of the parent/guardian and the child's awareness.

ACCOUNTABILITY:

- ❖ Counseling or other necessarily confidential meetings with children shall be in a room with an unobstructed window in the door and only when another adult is in close vicinity, aware that the meeting is occurring and willing to stay in the vicinity until the counseling/meeting is completed.
- ❖ Staff / volunteers should monitor each other in the area of physical contact with children and should help each other by pointing out anything that could be misconstrued.
- ❖ Staff / volunteers will be observant of grooming behaviors evidenced by steps an abuser takes to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity, and keep the child from disclosing the maltreatment and report any concerns to their schools Child Safety Specialist.

Regarding iSC Academy and Zoom -

- Remember that the LDi's professional guidelines, IT guidelines, Code of Conduct & Child Safety Policy apply to online classes. Online contact between staff and students should be educational based, accountable, observable & interruptible.
- When using video calls plan your background and appropriate attire, set an appropriate profile picture and have your account clearly labelled. If working from home be mindful of what parts of your home you are sharing with students (e.g choose a professional space not showing your bedroom, let other family members know when you are on a call).
- Keep in mind the 2 adult rule when using video calling e.g when less than 3 students are in a class ask another staff member to be in the same room for the call in hearing/visual distance throughout the call. For 1-1 calls you can also ask the students parent to be the 2nd adult.

- Resist changing to a unapproved platform if a technical problem arises, reschedule instead.
- Hackers, or zoom attendees, can try to use video conferencing to expose students to inappropriate (e.g violent or pornographic) content or to cause harm (e.g. bullying). You need to use a unique ID, set a password for a call or enable the waiting room to manage who comes into the class.
- Staff need to be prepared to act to keep students safe should a safety issue arise.
- Staff must know how to use the following Zoom features before starting a call with a child:
 - Be able to identify who is on your call, mute a attendee, eject someone from a call, disable a camera, disable screen sharing or chat features and save chats. *(for instructions on how to do these you can go to the IT knowledge base on sharepoint - <https://share.ldiglobal.org/corp/IT/Knowledge%20Base/Home.aspx> or Zoom's help centre)*
- Group chats are ephemeral, meaning that when you end the call, the chat is deleted. Therefore, if there are any files or chats that are of concern, it is incumbent on the adult to save the communication while the meeting is in session so that the data is saved for further review by the local CSS.
- For concerns raised through an online class contact the Child Safety Specialist at the school of the student concerned.

Child Safety and Protection Code of Conduct Agreement

As a staff or volunteer of LDi / iSC, I acknowledge I will be held accountable to the following in the prevention of child maltreatment:

- _____ I have read the attached Child Safety & Protection Policy & Procedures.
- _____ I understand the definitions of child maltreatment including the definitions of sexual maltreatment, physical maltreatment, emotional maltreatment, and neglect, in the Child Safety & Protection Policy & Procedures.
- _____ I acknowledge that I am **required** to report a disclosure of any kind of child maltreatment or any suspicion of maltreatment of any child under the care of LDi / iSC staff or volunteers.
- _____ I confirm that I have not been accused of (to the best of my knowledge), been investigated for, or prosecuted, or found to have committed any form of child maltreatment (sexual, physical, emotional, or neglect) or any other form of inappropriate behavior with a child.
- _____ I have completed the Child Safety & Protection training and passed (70% or above) in the follow-up quiz and in the survey text questions.
- _____ I agree to cooperate fully with any part of the Child Safety & Protection Response Process carried out by anyone on the Child Safety and Protection team.
- _____ I understand that LDi / iSC will report suspicions of any form of child maltreatment to government authorities. I understand and agree that LDi/iSC will report to any licensing authority, sending agency, and/or supporting agency and disclose to anyone requesting a reference concerning me in the future from LDi/iSC, any instance where LDi has determined or learned that I have engaged in conduct meeting LDi's definition of child maltreatment or if I leave LDi before an assessment of a concern can be completed.
- _____ I agree to protect the privacy of any potential victims of child maltreatment and their families by maintaining confidentiality concerning my involvement in reporting any potential case of child maltreatment or participating in any response to a report of potential child maltreatment.

I have received and read the above Code of Conduct and hereby sign and attest that I will abide by these guidelines as outlined.

Printed Name: _____

Signature: _____

Date (D/M/Y): _____