



UIA Code of Conduct

UIA International School of Tokyo (UIA) is committed to the safety and protection of children. This Code of Conduct applies to those participating in UIA programs such as educational staff, faculty, and volunteers who interact with Children or Young People (referred to below as CYP) participating in UIA programs.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than excessive criticism, competition, or comparison when working with CYP.
- Maintain appropriate boundaries with CYP at all times.
- Diligently report suspected cases of child abuse.
- Cooperate fully in any investigation of abuse of CYP.

I will not:

- Except for in cases necessary for the execution of school duties, be alone with CYP without notifying and receiving permission in advance from a divisional head, or their parents/guardians.
- Except for in cases necessary for educational purposes, use sarcasm in the target language for second-language learners.
- Commit any sexual activity with CYP with or without their consent.
- Inflict any physical or emotional abuse such as striking, smacking, shaking, dragging, slapping, humiliating, ridiculing, threatening, or degradation towards CYP.
- When in the presence of CYP, smoke and/or possess tobacco, or be under the influence of alcohol or illegal drugs at any time while at work.
- Purchase alcohol, tobacco, illegal drugs and/or inappropriate items or services for CYP.
- Without receiving permission from parents or guardians, act in unison with CYP outside work.
- Accept gifts from, or give gifts to children without the knowledge or consent of their parents or guardians. However, in the event a gift is received from a CYP, I will inform my direct supervisor.
- Except for in cases necessary for execution of school duties, will not privately contact CYP through email, Facebook, Twitter and/or other forms of SNS without permission from parents or guardians. (At UIA, there is the possibility email and/or other forms of SNS will be periodically investigated.)
- Use violent or inappropriate language in the presence of CYP.
- Without permission from UIA, take personal information (demographic, locational, photographic) about CYP outside of school grounds.

Private device usage (Smart phone, tablet etc)

- I will use my device only for school related business
- I will follow the digital image guidelines when including students and staff
- I will delete images from all devices once used
- I will not record any individual without their permission

I hereby accept without objection that as a person working with and/or providing services to children and youth under the auspices of UIA, I am subject to a criminal history background check.

I understand the rules of the Code of Conduct, and I pledge to obey UIA's various rules and regulations including the Code of Conduct. In the event that it is recognized that my actions are incongruent to the Code of Conduct as well as any other UIA rules and regulations, I thoroughly understand there is the possibility for disciplinary action and/or dismissal and sign my name below as proof of my understanding of the repercussions.

Name:

Date (MM/DD/YYYY):

Signature:

