



**XLIS**  
XI'AN LIANGJIATAN  
INTERNATIONAL SCHOOL

**2025-2026**

**XI'AN LIANGJIATAN INTERNATIONAL SCHOOL**

**CHILD PROTECTION  
CODE OF CONDUCT**

## **IX. Child Protection Code of Conduct**

### **1. Introduction**

Please read this document carefully as it outlines our expectations and your responsibilities as an XLIS employee or associate. When you have read and understood, please sign, and return to your head of department.

### **2. Relationships with Students**

XLIS teachers, administrative staff, and partners may assume roles with students, such as mentors, teaching in the classroom, being a neighbour, a family member, or a parent of a colleague or friend. It is important for all XLIS personnel and partners to exercise caution and refrain from carrying out actions in one capacity that could potentially cause harm in another. XLIS personnel and all individuals should exercise their discretion when interacting with students and refrain from engaging in any behaviours or conduct that could be interpreted as not appropriate, child exploitation, or abuse of children.

All staff are expected to uphold the highest standards of professionalism in interactions with students, alumni, and external individuals. Maintaining safe, respectful, and appropriate boundaries.

### **3. XLIS Staff Expectations**

3.1 Implement measures to guarantee that students are visible to passersby during any one-on-one interactions.

3.2 Individual sessions with students should only be conducted in school or public environments when they are judged necessary to achieve learning and counselling objectives.

3.3 Take action to prevent abuse or bullying among students.

3.4 Please notify the child protection officer (CPO) if you observe any indications (spoken, written, or physical) that suggest a student has affections for a staff member at XLIS or vice versa. Always maintain professional boundaries, ensuring that your behavior in no way encourages a student's infatuation and maintains the student's dignity and emotional safety.

3.5 Ensure that you disclose any charges, convictions, or other outcomes of an offence related to child exploitation and abuse that occurred before or during your tenure with XLIS.

3.6 You are required to disclose any charges, convictions, or other outcomes that are associated with child exploitation and abuse, regardless of whether they are from before or during your time at our school.

3.7 Use computers, mobile phones/devices, video and still image cameras, social media, or any other technology responsibly. Avoid exploitation or harassment of children or adults, as well as accessing indecent or inappropriate content through any means.

3.8 Without obtaining written authorization from the school, refrain from adding any student to any social media platforms.

3.9 Be particularly conscious of physical interactions during hands-on activities and establish and maintain clear and appropriate physical, psychological, and professional boundaries with students at all times.

3.10 Maintain appropriate boundaries. Ensure all physical contact is done so professionally, especially during practical activities. All physical contact with students must be purposeful, non-threatening, and clearly in support of the student's safety, comfort, or learning.

3.11 Physical restraint should be employed exclusively in emergency situations. When all other interventions have failed and an individual is at immediate risk of causing severe harm to themselves or others, physical contact should be considered as an alternative. Once the imminent threat of injury has passed, restraint must be discontinued. It is the responsibility of all personnel to make efforts to create a supportive environment that reduces the necessity for restraint measures.

3.12 All staff must cooperate with any inquiry or investigation conducted by XLIS or any external organization.

3.13 All staff are responsible for preventing, identifying, and responding to any form of child-on-child abuse, including physical, verbal, emotional, or sexual harm between students. Any concerns must be reported to the Child Protection Officer immediately.

3.14 Staff must be sensitive to the diverse cultural, religious, gender, and learning backgrounds of students and ensure that no student is subjected to harassment, exclusion, or mistreatment based on their identity or beliefs.

## **4. Prohibited Actions**

- 4.1 Engaging in any form of romantic or sexual relationship with current XLIS students, or alumni within 3 years of their graduation.
- 4.2 Any sexual interaction with an individual under the age of 18 constitutes sexual misconduct.
- 4.3 Providing students with alcohol or narcotics.
- 4.4 Employing any form of disgrace or humiliation as discipline.
- 4.5 Assisting students with personal care duties that they are capable of performing independently, such as changing their clothes or toilet use.
- 4.6 Utilising lavatories and changing rooms that are designated for students.
- 4.7 Engaging in activities with implications, such as wrestling or tickling students, or engaging in rough play, physical games, or activities which may be seen as sexually provocative.
- 4.8 Staff must avoid any physical contact that could be misinterpreted and never touch students in private areas except in medical emergencies or when medically necessary.
- 4.9 Permitting students to employ inappropriate language without consequence.
- 4.10 The use of inappropriate language in any form of communication with or in the presence of students. No staff member should use language that is culturally inappropriate, denigrating, sexually provocative, abusive, or harassing.
- 4.11 During school trips, the employee or associate may not share a private bedroom with a student or students with whom they are not related.
- 4.12 Never administrate medication without consultation with the schools Health Centre first, with the exception of over-the-counter (OTC) medications or materials from the First Aid Kit on school excursions, for which parental consent has been granted.
- 4.13 Providing students or children with rides in personal vehicles without the unambiguous consent of the child's parent or guardian and without the knowledge of the appropriate administrator.
- 4.14 Entering a student's dormitory room unaccompanied.
- 4.15 Staff must never engage in private digital communication with students using personal accounts or devices. All online interactions should take place through approved school platforms and must be transparent and observable by others.

4.16 Staff must not initiate or engage in digital communication with current or former students via social media or messaging platforms (including but not limited to WeChat, WhatsApp, Instagram, TikTok, and Messenger). In particular, staff may not connect with graduating DP students via personal digital platforms until a minimum of three years has passed since their official graduation from XLIS.

4.17 Staff may not connect with any former students who left the school before graduation if they are under the age of 21, regardless of how long ago they departed.

4.17 Never Invite, facilitate, or permit participation by individuals who are not currently enrolled XLIS students (including recently graduated or former students, family members, or friends) in any school trip, overnight stay, or student activity without prior written authorization by the school leadership team.

4.18 During online learning, field trips, or off-campus activities, staff must maintain the same professional standards as on campus. One-on-one interactions should be avoided unless visible and supervised.

## **5. Raising Concern About the Conduct of Others**

It is the responsibility of all XLIS employees and associates to speak up or seek guidance from leaders within XLIS regarding the well-being of a child or any concerning behaviour that could pose a risk. It is advisable to discuss any concerns with the individual in question, and it is imperative to notify the child protection officer (CPO) or the Head of School of any such concerns. The school counsellor and the Head of School should be informed of any instances of malfeasance that are reported to the CPO.

In the event that a principal or supervisor is suspected of any misconduct, it is essential to inform the CPO and Head of School. Suspicions regarding the Deputy Head of School should be reported to the Head of School. Reporting should be conducted with the Gaoxin Education Bureau in the event that there are concerns regarding misconduct involving the Head of School.

In these situations, the XLIS Child Protection Policy is adhered to, and confidentiality is preserved. An administrator will notify parents if there are any concerns regarding their child's protection and well-being. XLIS will take all necessary measures to protect any staff member who, with the intention of raising concerns about improper behaviour or is a target or observer of alleged wrongdoing, from facing reprisal, termination, or prejudice that is directly related to sharing such details.

Print Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# XLIS

XI'AN LIANGJIATAN  
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