

# XLIS Safeguarding Code of Conduct

## For Visitors, Volunteers, and Contractors

At Xi'an Liangjiatan International School (XLIS), the wellbeing of every student is at the heart of our mission. As partners in safeguarding, we ask that all visitors, volunteers, and contractors uphold the following standards of conduct to ensure a safe, respectful, and supportive environment for our student, staff, and the wider community.

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### While on Campus, Please:

- Wear your identification badge clearly at all times.
  - Follow all emergency and safety protocols, including drills (fire, lockdown, evacuation).
  - Report any hazards or safety concerns immediately to a staff member or administrator.
  - Share any concerns about a child's wellbeing directly with a member of staff or school leader.
  - Respect the privacy of our community by keeping personal or sensitive information confidential, unless disclosure is necessary to protect a student.
  - Model respectful and positive interactions with students, staff, and fellow visitors.
  - Encourage students with positive language and guide them toward safe and responsible choices.
  - Refrain from physical contact with students unless required for safety or first aid.
  - Use only designated visitor/adult restrooms.
  - Ask for clarification from a teacher or administrator if you are uncertain about any of the schools visiting expectations.
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### Adults MUST Refrain From:

- Disciplining students directly. All behavior concerns should be reported to a teacher or school principal.
  - Contacting students outside school channels, including via email, social media, or in-person meetings.
  - Taking photographs or video recordings of students without prior approval from school leaders.
  - Using inappropriate language or behavior, including sarcasm, intimidation, discriminatory remarks, or offensive humor.
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## Commitment to Safeguarding

By signing below, I acknowledge that I have read and agree to follow the XLIS Safeguarding Code of Conduct for Visitors, Volunteers, and Contractors.

Name (printed): \_\_\_\_\_

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

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