



HARROW
INTERNATIONAL SCHOOL
哈罗国际学校
SHENZHEN QIANHAI 深圳前海

Harrow Shenzhen Qianhai Safeguarding - Code Of Conduct
深圳前海哈罗外籍人员子女学校儿童保护与儿童安全 – 行为准则

1. Harrow Shenzhen Qianhai is committed to the safety and protection of students. This Code of Conduct applies to all members of staff, external contractors, volunteers and guests of the School and those who interact with students in both a direct and/or unsupervised capacity.
深圳前海哈罗外籍人员子女学校（以下简称深圳前海哈罗）始终致力于学生的安全和保护。本行为准则适用于所有员工、外部承包商、志愿者、来访者以及以直接和/或不受监督方式与学生接触的人员。
2. This Code of Conduct applies to both the public and private conduct of those acting on behalf of Harrow Shenzhen Qianhai. We must, at all times, be aware of the responsibilities that accompany our work in both professional and private life.
本行为准则适用于代表深圳前海哈罗的公开及私人行为。在任何时候，我们都必须意识到伴随着我们工作的责任，无论是在专业领域还是私人生活中。
3. We should be aware of our own and other persons' vulnerability, especially when working alone with students, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviours with those for whom we have responsibility. This includes speech or gestures as well as physical contact that exploits, abuses, or harasses.
我们要注意到自己以及他人的脆弱性，尤其是和学生单独工作的时候。要特别注意的是，在这种互动中，我们有责任保持高度的身体、情感以及性别界限。我们必须避免任何隐蔽或明显的性行为，这包括言语、动作以及性剥削、性虐待或者性骚扰的身体接触。
4. We must show prudent discretion before touching a student, and be aware of how physical touch may be perceived or received, and whether it would be appropriate.
与学生接触时我们必须谨言慎行。要时刻注意身体接触是否能被恰当地感知或接受。
5. Harrow Shenzhen Qianhai staff and volunteers are prohibited at all times from physically disciplining a child.
深圳前海哈罗员工及志愿者在任何时候都禁止对学生体罚。
6. Physical contact with students can be misconstrued both by the recipient and by those who observe it, and should occur only when completely non-sexual and otherwise appropriate, and never in private.
与学生的身体接触可能会被接受者以及观察者误解。身体接触只允许在完全与性无关或其他恰当的场合下发生，绝对不允许私下与学生发生身体接触。

Educational Excellence for Life and Leadership

育以至善 · 卓以领航

HARROW SHENZHEN 哈罗深圳

Tinghai Road, No.3 QianWan Road, NanShan District, Shenzhen City, China, 518054

中国广东省深圳市南山区前湾三路与听海大道交汇处 · 邮政号码：518054

Tel 电话 (+86 755) 8898 7618 www.harrowshenzhen.cn



7. One-on-one meetings with a student are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open or which has glass walls, and another staff member is notified about the meeting.
与学生一对一的会面最好在公共场所进行；在一个可以对会面进行观察（或正在观察）的房间；或房门保持打开状态的房间；或装有玻璃墙的房间，并且确保有其他员工知悉这场会面。
8. Virtual one-to-one meetings online with a student are not advisable. Where online one-to-one meetings occur, the DSL should be notified by the member of staff in advance and the meeting should be recorded and shared with the DSL.
我们不建议与学生进行一对一的线上视讯会面。如要进行一对一的线上视讯会面，必须提前告知儿童安全负责人，并且需要对视讯会面进行录制并共享给儿童安全负责人。
9. We must always intervene when there is evidence of, or there is reasonable cause to suspect, that students are being abused in any way. Suspected abuse or neglect must be reported to the appropriate Harrow Shenzhen Qianhai staff member, as described in the Harrow Shenzhen Safeguarding Policy.
当有证据或者合理理由怀疑学生受到任何形式的虐待时，我们必须始终进行干预。如《深圳前海哈罗外籍人员子女学校儿童保护与儿童安全政策》所述，所有疑似的虐待或忽视行为都必须报告给相关的工作人员。
10. No employees or visitors may inappropriately consume, use or be under the influence of alcohol and/or drugs when supervising or otherwise working with students. Harrow Shenzhen Qianhai campus is a no-smoking zone and no form of tobacco should be used either off site, when supervising or otherwise working with students, or on site at any time.
员工或访客都绝不可以不合时宜地在监管学生或在有学生在工作场合中服食药品或饮酒，也不能在酒后或服食药物（对精神有影响）后与学生接触。深圳前海哈罗校区是禁烟区域，无论在校内校外，在与学生接触时，员工或访客都严禁吸烟。
11. Adults should never give students any drugs, cigarettes, images or reading material that is inappropriate.
成年人不得给学生任何药物、烟草、以及含有不恰当内容的图片及阅读材料。
12. Employees and volunteers should not accept gifts from students without permission from their manager and in accordance with the School's Gift Policy.
根据学校的礼品政策，在未经上级同意前，不得收受来自学生的礼物。
13. Communication with students is governed by the Harrow Shenzhen Qianhai Staff ICT Acceptable Use Policy: all staff should be familiar with its contents.
与学生的沟通交流受深圳前海哈罗员工信息技术可接受使用政策监管：所有员工都必须熟悉其内容。



14. Staff members must decline ‘friend requests’ from current parents and students they may receive in their personal social media accounts. It is recognised that there may be a cross over for staff parents whose children are friends with other students and this may lead to social activities and personal engagements that are communicated via wechat or telephone. In this case staff must be cautious to keep communication strictly personal and not to discuss any school matter via this method.

学校员工必须拒绝他们可能在个人社交媒体账户中收到的当前在校学生及其家长的“添加好友请求”。员工需要认识到，对于孩子是在校学生的员工而言，其孩子和其他学生互为好友的关系可能会导致联系人交叉重合，并可能需要通过微信或电话进行社交活动和个人活动。在这种情况下，此类员工必须小心谨慎，仅严格进行个人事务方面的交流，不要通过这种方式讨论任何学校事务。

15. Photographs, videos or any other types of image of pupils must not be uploaded onto personal social media unless family consent has been given. For example if your child is friends with a fee-paying student whose parents have agreed to the upload of pictures of the children, then this is acceptable. If not, then it is not.

除非得到家人的同意，否则不得将学生的照片、视频或任何其他类型的图像上传到个人社交媒体上。例如，如果您的孩子是在读学生的朋友，而该学生的父母已同意上传孩子的照片，那么这是可以接受的。如果不是这种情况，那么则不允许上传。

16. For LinkedIn you may share posts that are specifically from the Harrow Shenzhen LinkedIn Page. Please refrain from taking photos of students on your own device and uploading them to LinkedIn as these have not been approved for use from our safeguarding team.

员工可以分享或者转发哈罗深圳领英主页的帖子。请不要用自己的设备拍摄学生的照片并将其上传到自己个人的领英页面，因为这些照片的使用权未经我们的儿童安全保护团队的批准。

17. Harrow Shenzhen only permits limited personal use of social media while at work. Staff members are expected to devote their contracted hours of work to their professional duties. Personal use of the internet or social media should not occur during contact time (for teachers and support teacher). Caution is advised when inviting work colleagues to be ‘friends’ on personal social networking sites. Consider carefully the amount of personal information you want to disclose to those you work with on a daily basis.

哈罗深圳仅允许个人在工作时有限地使用社交媒体。员工应将其合同规定的工作时间投入到他们的专业职责中。在与家长联络期间，（教师和助教）不应个人使用互联网或社交媒体。在邀请同事成为个人社交网站上的“朋友”时，建议谨慎行事。请仔细考虑您希望向同事披露的个人信息量。

18. We do not proscribe the taking of photographs and videos on a personal device (special moments that merit capturing often occur at unexpected moments), however we ask that staff delete such photos from their devices and any personal cloud storage within 72 hours of being connected to the School network. Where possible we would rather you use a school device rather than your personal device.

我们不会禁止在个人设备上拍摄照片和视频（值得捕捉的特殊时刻往往发生在意想不到的时刻），但我们要求员工在拍摄后 72 小时内，从他们的设备和任何连接到学校网络的个人云存储工具中删除此类照片。



19. Staff should never audio or visual record staff meetings without approval from the Head Master due to the confidentiality of information.

出于对信息的保密，未经校长批准，员工不得对员工会议进行录音或录像。

In signing this declaration, I acknowledge that I have read and understand Harrow Shenzhen Qianhai Safeguarding Policy, and agree that in the course of my association with Harrow Shenzhen Qianhai, I must never:

在签署本声明时，本人已经认真阅读和理解《深圳前海哈罗外籍人员子女学校儿童保护与儿童安全政策》，并且同意在与深圳前海哈罗合作的过程中，我绝对不会：

- hit, physically assault or physically or psychologically abuse any child;
拍打、人身攻击，或对儿童进行身体或精神虐待；
- act in ways towards any child that – also from a psychological point of view – may have a negative effect on their development, including their social and relational development;
对儿童作出任何从心理学角度来讲会对他们日后的发展，包括社会人际关系及家庭关系发展有负面影响的行为；
- act in ways that set a negative example for any children present;
做出任何会给在场儿童建立反面教材的行为；
- engage in sexual activity or have sexual relations with any current student of Harrow Shenzhen Qianhai (of any age) or any former Harrow student under 21 years of age, irrespective of the definition of the age of majority or the way in which consent is legally recognised in the different countries – believing that a child is older than s/he, in fact, is cannot be considered an acceptable defence;
不得与深圳前海哈罗任何年龄的在读学生或21岁以下曾经在深圳前海哈罗就读过的学生发生性行为或性关系。无论不同国家如何定义法定成年的年龄，也不管不同国家法律如何承认同意，认为儿童比她/他实际年龄大的此种辩解，都不被接受认可；
- have any relations with a child that could be considered exploitation, maltreatment or abuse;
与儿童发展任何可能被认为是剥削、虐待或虐待的关系；
- act in ways that may be abusive or put a child at risk of exploitation, maltreatment or abuse;
对儿童做出可能是虐待或者使儿童面临被剥削、被粗暴对待或被虐待的风险的行为；
- use language, make suggestions or offer advice that is inappropriate, offensive or abusive;
使用不恰当的语言或提供不当建议，例如带有攻击性的或辱骂性的；
- behave in a manner that is inappropriate or sexually provocative;
有任何不恰当的或性挑逗的行为；



- establish or engage in “continuous” contacts with Harrow Shenzhen Qianhai children using online personal communication (e-mail, chats, social networks etc.) – only professional online tools and environments the organisation knows about may be used;
使用个人线上通讯工具（邮件、聊天工具、社交网络等等）与学生建议或发展持续性接触。员工只允许在学校知悉的环境中使用学校指定的线上通讯工具；
- sleep in the same confined space as a child with whom you are working, such as the same room, tent or bed
与工作中接触的儿童睡在共同或密闭的空间，如同一个房间、同一个帐篷或者同一张床；
- whilst on any School-related activity, sleep in the same confined space as a child, such as the same room, tent or bed;
在所有与学校相关的活动中，与儿童睡在共同或密闭的空间，如同一个房间、同一个帐篷或者同一张床；
- do things for children of a personal nature that they can do themselves;
为儿童做一些他们能够自己做的个人私事；
- give money, goods or other benefits to a child without your senior manager being aware of this;
在上级不知情的情况下，给予儿童金钱、物品或其它好处；
- offer transport in my car to a student without express parental/management permission or in the case of emergency.
在未经家长/管理层明确许可或在紧急情况下让学生单独乘坐自己的交通工具；
- condone or participate in behaviour by children that is illegal, abusive or endangers their safety;
纵容或者和儿童参与任何非法、虐待行为或者会危及他们自身安全的行为；
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise
羞辱、轻视或贬低儿童，或以其他方式实施任何形式的情感虐待；
- discriminate against, show differential treatment towards or favour particular children to the exclusion of others.
歧视、区别对待，偏袒特定儿童或排斥其他儿童。
- This list is not exhaustive or exclusive. The basic principle is that you must avoid behaviours that may be inappropriate or potentially abusive towards children.
以上并不是所有的或专有的行为准则，原则上员工必须避免所有不恰当或潜在虐待的行为。
- It is also important that all staff and associates of Harrow Shenzhen Qianhai, in any contact with children:
所有和儿童接触的深圳前海哈罗员工及相关的工作人员都需要认识到以下情况的重要性：



- are quick to identify situations that may place a child at risk and know how to deal with such situations;
能够迅速识别出可能使儿童处于危险的情况，并知道如何处理；
- must report any concerns, suspicions or certainties about possible abuse or maltreatment of a child in accordance with the general procedures and this Code of Conduct;
如发现任何儿童可能受到虐待，无论是担心、怀疑或是已有事实根据，都必须根据一般程序及本行为准则进行上报；
- organise work and the workplace in such a way as to minimise any risks;
以风险最小化为目标，规划组织工作及工作场所；
- always be as visible as possible to other adults when working with children;
尽可能地在其他成年人可以看到的其他地方与儿童共处；
- ensure that members of staff develop a sense of responsibility with regard to the way they operate so that any actions or forms of behaviour that are inappropriate or may lead to abuse of children do not go unnoticed or are tolerated;\n确保所有员工都具备责任感，不能忽视、容忍或包庇任何不恰当或会导致儿童受到虐待的行为；
- maintain the highest personal and professional discipline and integrity;
始终保持最高标准的个人和职业纪律操守和正直；
- respect children's rights and treat children in a fair and honest way with dignity and respect.
尊重儿童权利，以公平诚实的方式对待儿童，并给予儿童尊严和尊重。

DECLARATION

声明

I promise to strictly follow the rules and guidelines in this 'Harrow Shenzhen Qianhai Safeguarding - Code Of Conduct' as a condition of my providing services to the students and staff of Harrow Shenzhen Qianhai.

作为本人为深圳前海哈罗学生及员工提供服务的条件，我承诺严格遵守《深圳前海哈罗外籍人员子女学校儿童保护与儿童安全 – 行为准则》中的规则和指引。



Additionally:
另外:

- I will comply with the mandatory reporting regulations of Harrow Shenzhen Qianhai to report suspected child abuse.
我将遵循深圳前海哈罗的强制上报规定，报告任何疑似虐待儿童的行为。
- I will cooperate fully in any investigation of abuse of students.
我将全力配合任何虐待儿童的调查。
- I understand the School's Social Vision statement and agree to support it in all of my dealings related to School: **"A caring, respectful community in which everyone thrives"**
我了解学校的社会愿景是**"营造充满关爱、尊重的社区，使每个人都能在其中茁壮成长"**，并同意在与学校的所有合作中全力给予支持。

My signature confirms that I have read this 'Harrow Shenzhen Qianhai Safeguarding - Code of Conduct' and that, as a person working with students, I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from Harrow Shenzhen Qianhai.

我的签名证实我已经阅读并理解此《深圳前海哈罗外籍人员子女学校儿童保护与儿童安全-行为准则》。并且作为与学生接触的工作者，我同意遵守这些标准。我了解任何不符合或违反该准则的行为都将可能使我个人受到纪律处分，甚至包括被深圳前海哈罗开除。

Name 姓名: _____ Job Title/Position 职称/岗位: _____

Signature 签名: _____ Date 日期: _____