



## **Expectations of Visitors**

### **Visiting Adults will:**

- Sign in at the gate and wear their Visitor's Pass at all times when on campus
- Treat all students with respect and provide safe and supportive interactions that foster students' social, emotional, physical and academic development
- Ensure there is always a member of staff or school representative present during interaction with students.
- Report any unacceptable and / or concerning behaviour from a student or adult
- Only use designated adult washrooms

### **Visiting Adults will not:**

- Take photos or videos of students
- Provide students with any personal contact information
- Accept or ask for personal contact information from students
- Make any contact with our students outside of sanctioned school activities
- Act in a way that can be perceived as threatening or intrusive
- Initiate any physical contact with a student
- Respond to any physical contact from students. If this does occur, immediately report it to a member of the school staff
- Make inappropriate promises to students, particularly in relation to confidentiality
- Make any sarcastic, insensitive, derogatory, racial or sexually suggestive comments or gestures to students or others in front of students, parents, staff or others
- Engage in any form of harassment, bullying or inappropriate discipline
- Give any individual students gifts of any form, without informing their parents or the school leaders prior to the visit
- Accept any form of physical, verbal or emotional abuse from a student. If this does occur, immediately report it to a member of the school staff

If you do have any concerns during your school visit, please contact a member of the School Leadership Team via the School Office. Thank you for your attention to this important matter and we hope you enjoy your experience at our School!



## 訪客須知

### 成年訪客應該：

- 在門衛處進行登記，並在校園內隨時佩戴發放的訪客證或者所屬公司的身份證件
- 尊重每一位學生，並且和他們進行有利於其社交、情感、生理和學業發展的交流互動
- 確保與學生一起進行的活動時都有學校工作人員或者校方代表陪同。除非校方領導提前進行安排，訪客不得單獨與學生相處
- 及時上報任何不可接受的和（或）可疑的學生或成人行為
- 僅使用學校指定的成人洗手間

### 成年訪客不應該：

- 對學生進行拍照或錄影，除非事先征得校方的許可
- 將私人聯繫方式提供給學生（手機號碼或者家庭住址）
- 接受學生們自己透露的私人聯繫方式
- 在學校批准許可的活動範圍以外的地方接觸學生
- 以任何帶有威脅性的、攻擊性的方式行事
- 主動與學生發生肢體接觸
- 回應學生發起的肢體接觸。如若發生此類情況，請立即彙報給學校員工
- 對學生作出不恰當的承諾，特別是涉及保密的問題
- 對學生或他人做出任何帶有諷刺、冷漠、貶義、種族歧視和性暗示的評論或手勢
- 參與任何形式的騷擾、霸凌和不恰當的懲罰
- 未經校方和家長允許，私自贈予學生禮物
- 遭受來自學生的任何形式的肢體、語言或者情感上的虐待。如若發生此類情況，請立即彙報給校方員工。

在校園參觀時，如您有任何疑問，請通過學校教務處聯繫學校管理團隊中的任何一位。感謝您對兒童保護的重視，衷心祝願您在學校擁有一段愉快的經歷！

如您已閱讀並接受以上條款及守則，請在門衛處簽署訪客登記表。在校期間請佩戴訪客證。