



Child Protection Information for Visitors to YCIS Shanghai

Dear Visitor,

Welcome to Yew Chung International School of Shanghai; we hope you enjoy your experience with our school community. We appreciate your time and willingness to support our students in their learning.

We would like to make you aware that YCIS Shanghai is committed to providing a safe environment to all our students, regardless of age, and therefore we would like you to be aware of our expectations of all visitors regarding child protection. Please take the time to read through these expectations and if you have any questions or concerns please raise them with the staff member arranging your visit. The full child protection policy and procedures can be made available on request.

Expectations of Visitors to YCIS Shanghai Campuses:

Visiting Adults will:

- Sign in at the gate and wear their Visitor's Pass or Company Identification 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 activities with students and that you do not work alone with students unless prior arrangement is made with the Campus Leadership Team
- Report any unacceptable and / or concerning behavior from a student or adult

Visiting Adults will not:

- Take photos or videos of students unless you have received the school's permission
- Provide students with your personal contact information (mobile number or home address)
- Accept personal contact information from students
- Make any contact with YCIS students outside of sanctioned YCIS 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 YCIS 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 YCIS school staff

If you do have any concerns during your school visit, please contact one of the Co-Principals or Vice Principal via the school office. Thank you for your attention to this important matter and we hope you enjoy your experience at YCIS!

I have read and accept the Terms and Conditions above:

Visitor's Name:

Date:

Visitor's Signature:

YCIS Representative: