Okinawa Christian School International
Staff & Volunteer Code of Conduct

Okinawa Christian School International requires that all adults engage in safe, supportive, and respectful interactions with children at all times. The following outlines appropriate and expected conduct for physical behavior, verbal and digital communication, reporting, and general conduct.

By signing this document, I understand that children have intrinsic value as declared in Scripture and deserve our respect, nurture, care, and protection. I am committed to treating children fairly regardless of race, gender, age, or religion.

Physical Behavior
1. In my interactions with students I will be careful to reduce potential risk by following the guiding safeguards of increasing visibility, increasing accountability, and balancing power.
2. I will avoid one-to-one situations with students that give the appearance of being inappropriate and/or are isolating. I understand that a child should always be given the option of having another adult present.
3. I will notify my administrator and/or the child safety team when engaged in ongoing counseling relationships with students for accountability and collaboration purposes.
4. As a person who has engendered trust from a child, I will not tolerate physical, emotional or sexual child abuse, or neglect.

The following are examples of appropriate and inappropriate physical behavior:
- **Appropriate** physical behavior includes contact that maintains physical boundaries at all times and only consists of public and nonsexual touches, such as: pats on the back or shoulder, child-initiated hugs, holding hands to cross campus safely, support with toileting or changing clothes (only with younger children who require assistance).
- **Inappropriate** physical behavior is any contact that abuses, exploits, or harasses the child, such as: slapping, shaking, pinching, hitting, punching, pushing, grabbing, kicking, spanking; unnecessarily restraining students; patting the buttocks; touching private body parts; intimate/romantic/sexual contact or inappropriate emotional attachment with students; possessing/viewing/accessing/downloading pornography or involving children in pornographic viewing or activities.

Communication
I will use caution and discretion in all verbal, nonverbal, and digital communication with students (including email, text, and all forms of social media, etc.). I will be guided by principles of professionalism and integrity.

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<tr>
<th>VERBAL - Appropriate</th>
<th>DIGITAL - Appropriate</th>
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<tbody>
<tr>
<td>Praise and/or positive reinforcement with a pedagogical purpose</td>
<td>Communication with pedagogical purpose and subject to periodic monitoring</td>
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<tr>
<td>When used consistently and equally</td>
<td>Limited to Jupiter and OCSI platforms</td>
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<table>
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<tr>
<th>VERBAL - Inappropriate</th>
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<tr>
<td>Profanity, sexual innuendo, or risqué jokes</td>
<td>Private messaging via private phone, social media, and/or online gaming communities</td>
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<td>Yelling, threatening, ridiculing, shaming, humiliating, or degrading comments</td>
<td>Allowing access to devices that may expose children to inappropriate content</td>
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Reporting
As a mandated reporter I will immediately report any reasonable suspicion, knowledge, and/or disclosure of the following to an administrator or member of the Child Safety Team according to school policy: inappropriate behavior between adults and children, significant misconduct by students or staff, violations of the Child Protection Policy by students or staff.

General Conduct
1. To the best of my knowledge, I confirm that I have never been accused of, been investigated for, or prosecuted for or convicted of any instances involving any form of abuse or inappropriate behavior with a child.
2. If I personally experience abuse while employed at OCSI, or prior abuse comes to light, I understand that the school will refer me for counseling. If emotional trauma interferes with my ability to cope with living overseas or working at OCSI, I will meet with an administrator to arrange for the provision of member care and other follow-up as needed.

Adults will: Treat all children with respect and provide safe and supportive interactions that foster children’s social, emotional, and academic development; fully cooperate with and participate if needed in any OCSI child safety inquiry; comply with mandatory reporting procedures.

Adults will not: Engage in any inappropriate behaviors outlined in the Child Protection Policy; use or be under the influence of alcohol, tobacco, or other drugs in the presence of children; give individual children gifts without the knowledge of the children’s caregivers.

My signature confirms that I have read the OCSI Child Protection Policy & Procedures and Communication Policy. I understand the definitions and am familiar with the policies and procedures that all OCSI staff and volunteers should follow. I have read and understood this Code of Conduct and commit to these expectations, regardless of differences in cultural background, family background, or personal convictions. I understand that any violation of this Code of Conduct or failure to report any violations of the by staff or students may result in disciplinary action not excluding immediate dismissal from OCSI. I understand that OCSI will fully cooperate with local authorities, embassies, employers, professional agencies, and sending organizations if allegations of abuse are made, investigated, and confirmed.

Printed Name: ______________________ Signature: _________________________ Date: __________