



## Staff Code of Conduct

Pan American Christian Academy 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 understand the Bible is clear on warnings towards those who mistreat children. 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 strategies of minimizing isolation, increasing accountability, and balancing power and control.
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 the counseling department when engaged in ongoing counseling relationships with students for accountability and collaboration purposes.
4. I will support and follow the accountability guidelines of the PACA mentoring program.
5. 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
- appropriate Brazilian cultural greetings

**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

## 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.

### VERBAL - Appropriate

- praise and/or positive reinforcement with a pedagogical purpose when used consistently and equally for all children

### DIGITAL - Appropriate

- emails with pedagogical purpose and subject to periodic monitoring
- brief and occasional one to one social media or phone messaging with pedagogical purpose
- approved group and social media platform interaction

### VERBAL - Inappropriate

- profanity, sexual innuendo, or risqué jokes
- yelling, threatening, ridiculing, shaming, humiliating, or degrading comments

### DIGITAL – Inappropriate

- ongoing private messaging via one to one phone messaging, social media and/or online gaming communities
- any non-educational or personal private one to one conversations via phone messaging, social media and/or online gaming communities
- allowing access to electronic devices that may expose children to inappropriate content

## Reporting

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 or between children
- significant misconduct by students or staff
- violations of the Child Safety and Personal Protection Policy by students or staff

## General Conduct

1. To the best of my knowledge, I confirm that I have never engaged in, been accused of, been investigated for, 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 PACA, or prior abuse comes to light, I understand that the school may refer me for counseling.

Adults will:

- Treat all children with respect and provide safe and supportive interactions that foster children's social, emotional, physical and academic development.
- Fully cooperate with and participate if needed in any PACA child safety investigation.
- Comply with mandatory reporting procedures for PACA and Brazil.

Adults will not:

- Engage in any inappropriate behaviors outlined in the Personal Protection Policy.
- Use or be under the influence of alcohol, tobacco, or other drugs in the presence of children.
- Give individual children personal gifts without the knowledge of the children's parents or an appropriate school administrator.
- Possess/view/access/ download pornography or involve children in pornographic viewing, activities or age inappropriate media.

My signature confirms that I have read the PACA Child Safety & Personal Protection Handbook. I understand the definitions of harassment and abuse and am familiar with the policies and protocols that all PACA staff 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 Personal Protection Policy by staff or students may result in disciplinary action not excluding immediate dismissal from PACA. I understand that PACA will fully cooperate with local authorities, consulates, employers, professional agencies, and mission/church organizations if allegations of abuse are made, investigated and confirmed.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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