



Visitor Safeguarding Code of Conduct

At KTJ we value the rich learning experiences and insights the greater community provides for our students, staff and families. We welcome and encourage partnerships with them and work hard to maintain mutual respect and recognition of shared responsibility for the school community. This code of conduct is intended to promote a positive learning environment which supports our safeguarding policies and practices.

The following outlines the minimum expectations for all visitors to KTJ:

1. Visitors are responsible for their own actions and behaviour, and should avoid any conduct which would lead to questions about their motivation or intentions.
2. Please wear the school ID badge provided to you. When this is not practicable, such as in workshop sessions, please ensure it is worn when moving around the school.
3. Please treat others in a professional manner and with respect, upholding high standards of personal behaviour at all times.
4. Please use designated adult facilities only (e.g. toilets and changing rooms).
5. Please seek permission from a member of the school's leadership team before taking images and videos in the school.
6. Visitors are not allowed to make any purchases from the school's café unless supervised by the KTJ staff responsible for their visit.

CONDUCT WITH OR AMONG KTJ STUDENTS

1. Please do not obtain or ask for students' personal contact details or social media info.
2. Please do not take photographs or videos of our students without express permission from the staff responsible for your visit.
3. Please avoid physical contact with students, where possible. Where physical contact is required in practical sessions for purposes of instruction or safety, it should be provided openly and with explanation, prioritising the students' ongoing consent, comfort and safety. Should any student object or feel uncomfortable with physical contact, please refrain from doing so immediately.
4. Please avoid all situations of being alone with any student.
5. Please do not offer gifts of any kind to our students without consulting a staff member.
6. Please report concerns about a student's welfare to the KTJ staff responsible for your visit.

By visiting KTJ, you acknowledge and agree to the Visitor Code of Conduct as outlined above. If you are leading a team, please brief your team members accordingly. If there is any violation of this Code of Conduct, you may be removed from the campus. If you have any questions or concerns related to safeguarding while visiting KTJ, please email safeguarding@ktj.edu.my or speak to a member of KTJ staff.