BIT Safeguarding Code of Conduct

Standalone document to be attached to the safeguarding policy

Institution	Burkina Institute of Technology (BIT)
Approval date	April 2026
Applies to	Staff, faculty, students, interns, volunteers, service providers, and partners

Purpose

This Code of Conduct sets the minimum standards of behaviour for any person acting for or in connection with BIT. It complements the safeguarding policy and must be signed before any duties begin.

Required behaviours

- Treat all students and members of the community with dignity, respect, and fairness.
- Maintain clear professional boundaries at all times.
- Use, whenever possible, communication channels approved by BIT and limit exchanges to legitimate teaching, welfare, or institutional purposes.
- Obtain informed consent for photographs, recordings, and the use of personal data, with enhanced safeguards for children and vulnerable adults.
- Report immediately any safeguarding concern.
- Intervene or raise an alert when unsafe practice is observed, even if no formal complaint has been made.

Prohibited behaviours

- Any sexual activity, sexualised communication, or romantic relationship with a child under 18 years of age.
- Sexual harassment, grooming, coercion, threats, and humiliating or degrading behaviour.
- Exchanging money, grades, gifts, accommodation, transport, opportunities, or favours in return for sexual access, secrecy, or preferential treatment.
- Being alone with a child in a closed or isolated space when this can be avoided.
- Unnecessary physical contact or corporal punishment.
- Inviting students into private sleeping areas or sharing a bed or room, except in a formally authorised emergency for protection purposes.
- Using private messaging or disappearing-message applications to seek personal or secret contact with students.
- Retaliating against a person who has reported a concern in good faith.
- Consuming alcohol or drugs in a way that impairs judgement while responsible for students.

Digital conduct

- Never send sexual, intimidating, or degrading messages or images.
- Do not communicate with minors through personal social media accounts unless specifically authorised, risk-assessed, and transparent.
- Do not request or keep intimate images, identity documents, or sensitive data unless there is a legitimate and approved need supported by appropriate safeguards.

Conduct in residences and during trips

- Respect curfew rules, room-access rules, and visitor-access rules.
- Avoid transporting a child or a vulnerable student alone when a safer alternative exists.
- Ensure traceability of attendance, movements, and emergency contacts during travel or residential activities.

Consequences

Any breach may result in disciplinary action, termination of engagement, notification to partner institutions, and/or referral to the competent authorities.

Acknowledgement

Name	Role / department	Signature	Date