

## CODE OF CONDUCT

1. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. Staff responds to children with consideration and treats all children equally regardless of sex, race, religion, or culture.
2. Staff shall never leave a child unsupervised.
3. In order to protect YMCA staff, volunteers, and program participants--at no time during a YMCA program may a staff person be alone with a single child where others cannot observe them. As staff supervises children, they should space themselves in a way that other staff can see them.
4. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
5. Restroom supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
6. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
7. Staff should conduct or supervise private activities in pairs--diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
8. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or others from harm), is only administered in a prescribed manner and must be documented in writing.
9. Staff shall not abuse children including:
  - Physical abuse--strike, spank, shake, slap;
  - Verbal abuse--humiliate, degrade, threaten;
  - Sexual abuse--inappropriate touch or verbal exchange;
  - Mental abuse--shaming, withholding attention, cruelty;
  - Neglect--withholding food, water, basic care, etc.
10. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
11. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.
12. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
13. Staff may not date program participants under the age of 18 years of age.
14. Staff may not provide gifts to YMCA program participants.
15. Staff is not to transport children in their own vehicles unless authorized by their supervisor.
16. Staff is not to contact children via email unless authorized to do so.
17. Staff is not to photograph children unless authorized to do so and with the parent's written permission.
18. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
19. Staff is to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.

**I understand that any violation of this Code of Conduct may result in termination.**

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 Signature

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 Date

\_\_\_\_\_  
 Print Name

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