

Child Abuse Prevention Code of Conduct Agreement

1. In order to protect Y staff, volunteers, and program participants – at no time during a Y program may a staff/volunteer be alone with a single child where they cannot be observed by others. As staff/ volunteers work with or supervise children, they should space themselves in a way that other staff can see them.
2. Staff/Volunteers shall never leave a child unsupervised.
3. Restroom supervision: No child, regardless of age, should ever enter a bathroom alone. Staff/Volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before children enter. Children should be taken together as a group with staff/volunteers supervising. Staff/Volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff/volunteer (not being alone with a child).
4. Staff/Volunteers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff/volunteers should be positioned so that they are visible to others.
5. Staff/Volunteers 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 love, cruelty; · neglect – withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff/Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff/Volunteers will conduct a visual check of each child each day as they enter the program, noting any fever, bumps, bruises, burns, complaints of illness, 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.
8. Staff/Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
9. Staff/Volunteers 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 in areas of their bodies that would be covered by a bathing suit. Exceptions to this would include safety reasons and spotting in physical activities such as gymnastics and swimming.

10. Staff/Volunteers will refrain from inappropriate or unwelcome displays of affection toward others or children.
11. While the Y does not discriminate against an individual's lifestyle, it does require that in the performance of their services to the Y, they will abide by the standards of conduct set forth by the Y.
12. Staff/Volunteers must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff/Volunteers must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff/Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff/Volunteers 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.
19. Staff/Volunteers are not to transport children in their own vehicles.
20. Under no circumstance should staff/volunteers 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).
21. Staff/volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by their manager.