



Child Abuse Prevention CODE OF CONDUCT

1. 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 they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision:
 - No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location.
 - Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
 - Staff will stand in the facility doorway of the restroom while children are using the restroom.
 - Children should be directed to use stalls for privacy. Children should never share stalls. There should never be more children in the restroom than there are stalls available.
 - If staff are assisting younger children, doors to the facility and stall must remain open.
4. Staff will maintain a ratio of at least two children to one staff member or two staff members to one child or one staff or one child and one volunteer at all times so as to never be alone with a child. This is known as the “rule of three.”
5. When supervising private activities, i.e. diapering, putting on bathing suits, showers, etc., staff should be in pairs. When this is not feasible, staff should be positioned so that they are visible to others.
6. 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 love, cruelty;
 - Neglect – withholding food, water, basic care, etc.
 Any type of abuse will not be tolerated and may be cause for immediate dismissal.
7. 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 other children from harm), is only administered in a prescribed manner and must be documented in writing.
8. 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.
9. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
10. 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 in areas of their bodies that would be covered by a bathing suit.
11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
14. Possession or use of any type of weapon or explosive device is prohibited.
15. Using YMCA computers to access pornographic sites, send emails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
16. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
17. Staff 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.
18. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
19. Staff should not give excessive gifts to youth.
20. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes baby-sitting, sleep overs, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
21. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
22. Staff may not date program participants under the age of 18 years of age.
23. Under no circumstance 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).
24. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

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

EMPLOYEE SIGNATURE

EMPLOYEE PRINT NAME

DATE

SUPERVISOR SIGNATURE

SUPERVISOR PRINT NAME

DATE