



YMCA OF THE USA'S Child Abuse Prevention CODE OF CONDUCT

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| <p>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.</p> <p>2. Staff shall never leave a child unsupervised.</p> <p>3. Restroom supervision: 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 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 are 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.</p> <p>4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When it is not feasible, staff should be positioned so that they are visible to others.</p> <p>5. Staff shall not abuse children including:</p> <ul style="list-style-type: none">• 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. <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> <p>6. 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.</p> <p>7. 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.</p> <p>8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</p> | <p>9. Staff will respect children's right 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.</p> <p>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.</p> <p>11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.</p> <p>12. Staff must appear clean, neat and appropriately attired.</p> <p>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</p> <p>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</p> <p>15. 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.</p> <p>16. 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.</p> <p>17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.</p> <p>18. 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.</p> <p>19. Staff are not to transport children in their own vehicles.</p> <p>20. Staff may not date program participants under the age of 18 years of age.</p> <p>21. 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).</p> <p>22. Staff 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 a supervisor.</p> |
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I understand that any violation of this Code of conduct may result in termination of employment.

Volunteer Signature

Supervisor Signature

Date

The Redwoods Group thanks and acknowledges the cooperation of the YMCA of the USA for permitting the verbatim reproduction (except for the format change to two columns on a single page) of this critical personnel management tool.

Child Abuse Reporting Procedures

The YMCA promotes a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline.

At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or rest-room privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings are important factors in helping a child grow into a loving and caring adult. YMCA staff and volunteers, however, need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate touch; at the same time, however, it prohibits inappropriate touch or other means of sexually exploiting children.

In the event of an accusation of child abuse, the YMCA will take prompt and immediate action as follows:

At the first report or allegation that child abuse has occurred, the employed staff person it has been reported to will notify the program director, who will then review the incident with the YMCA executive director or his or her designate. If the program director is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate that all teachers and child-care providers report information they have learned in their professional roles regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.

- The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. (Note: YMCA staff should find out about reporting requirements before the occurrence of any incident.)
- In the event the reported incident involves a program volunteer, employed staff, or YMCA member, the executive director will immediately, without exception, suspend the volunteer or staff person from the YMCA until an investigation is complete. Accused should be suspended immediately and removed from the program in which the allegation occurred.
- The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If more than one set of parents is involved (e.g., child-on-child abuse), the YMCA's responsibility is to keep the names and contact information of those involved confidential. People may learn that information some other way, such as through other children, but YMCA staff and volunteers should not provide it. The YMCA needs to protect itself from disclosing information on a minor.
- Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth-involved nature of the YMCA).
- Reinstatement of the program volunteer, employed staff person, or YMCA member will occur only after all allegations have been cleared to the satisfaction of the executive director or his or her designate.
- All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the executive director or his or her designate.

All full-time and part-time employees and program volunteers must read and sign this policy.

Print Name

Signature and date