

**HANOVER AREA YMCA
STAFF/VOLUNTEER CODE OF CONDUCT**

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| <ol style="list-style-type: none"> 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: 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. 4. 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. 5. Staff shall not abuse children, including: <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. Any type of abuse will not be tolerated and may be cause for immediate dismissal. 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. 7. Childcare 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. 8. Staff must respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture. 9. Possession or use of any type of weapon or explosive device is prohibited. 10. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed. 11. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct. | <ol style="list-style-type: none"> 12. 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. 13. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. 14. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, staff will abide by the standards of conduct set forth by the YMCA. 15. Staff must appear clean, neat, and appropriately attired. 16. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. 17. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited. 18. 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. 19. 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. 20. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. 21. 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. 22. Staff are not to transport children in their own vehicles. 23. Staff 18 and older may not date program participants under the age of 18 years of age. 24. 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). 25. 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. 26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA. 27. Transportation bus/van drivers are not permitted to participate in youth and/or family activities during field trips or other events that could potentially put the driver in a position of responsibility or liability outside the realm of a driver. Examples of activities include, but are not limited to, snow tubing, paintball, amusement parks, etc. Drivers are responsible for the area in and around the bus only (i.e., unloading, loading, distraction on bus and any emergency evacuation drills). |
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I understand that any violation of this Code of Conduct may result in termination.

Employee/Volunteer Signature

Supervisor Signature

Date

