

Southington-Cheshire Community YMCAs

STAFF 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: 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 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 three or more, and whenever possible, with staff.
4. Staff should conduct or supervise private activities, when allowed in the program, 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:
 - 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.
 - 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. 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 will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff must abide by the Staff Code of Conduct for Personal Web Sites and Web Logs.
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 and spotting for gymnastics, children are not to be touched on 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. Staff 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 and is a grounds for immediate dismissal
14. Smoking, or use of electronic nicotine delivery systems, vaping products 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 personal life and any kind of harassment in the presence of children, parents or other staff is prohibited.
16. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
17. 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, a signed Outside Care Policy form in your HR File and are subject to administrator approval.
18. Staff are not to transport children in their own vehicles except as may be noted in the Transportation Policy.
19. Staff over 18 may not date members or program participants under the age of 18 years of age.
20. Under no circumstances should staff release children to anyone other than the authorized, or recognized, parent, guardian, or other adult authorized by the parent or guardian (Child Care programs - written parent authorization on file with the YMCA).
21. Staff are required to read and sign acknowledging receipt of all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor and as required their program area.
22. Staff will act in a caring, honest, respectful and responsible manner at work and in the community. Your actions in the community can reflect positively, or negatively, on the YMCA as well as yourself.

Any violation of this Code of Conduct may result in termination.

Employee Signature: _____ **Date Signed:** _____

Human Resources Signature: _____ **Date Signed:** _____