



the Employee Code of Conduct:

1. Staff shall not discriminate against children, parents, and fellow staff in any form and including: sex, race, religion, economic level, sexual preference, disability, or culture.
2. Staff will respond to children, parents, and fellow staff with respect and consideration.
3. All staff will abide by the standards of conduct set forth by the YMCA.
4. 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 he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
5. Staff shall never leave a child unsupervised.
6. 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 of the restroom 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 is 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.
7. Staff should conduct or supervise private activities (diapering, putting on bathing suits, taking showers, etc.) in pairs. When this is not feasible, staff should be positioned so that they are visible to others.
8. Staff shall not abuse children including:
 - A. Physical Abuse (to strike, spank, shake, slap)
 - B. Verbal Abuse (to humiliate, degrade, threaten)
 - C. Sexual Abuse (to inappropriately touch or speak)
 - D. Mental Abuse (to shame, withhold kindness, be cruel)
 - E. Neglect (to withhold food, water, basic care, etc.)

No type of abuse will be tolerated and may be cause for immediate dismissal.

9. 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), will only be administered in a prescribed manner, and must be documented in writing.
10. Staff will document any health concerns of the children in our care, 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.
11. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children should not be inappropriately touched on areas of their bodies that would be covered by a bathing suit.
12. Staff will refrain from physical displays of affection towards the children (initiating hugs, holding hands, carrying, etc.) and any other form of unnecessary physical contact.

13. Staff will refrain from intimate displays of affection towards others in the presence of children and parents.
14. Staff must appear clean, neat, and appropriately attired.
15. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
16. Smoking or use of tobacco while working directly with children is prohibited.
17. 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.
18. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
19. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
20. 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 the Executive Director / CEO's approval.
21. Staff is not to transport children in their own vehicles.
22. Staff may not date program participants under the age of 18.
23. Under no circumstances 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. Possession or use of any type of weapon or explosive device is prohibited.
25. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones, or otherwise inappropriate messages, or to develop online relationships is not allowed.
26. Staff should not give excessive gifts (e.g., TV, video games, jewelry, etc.) to youth.
27. All staff is 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.
28. Staff will act in a caring, honest, respectful, and responsible manner.