



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CODE OF CONDUCT FOR YMCA STAFF AND VOLUNTEERS

1. At no time during a Y program may a staff person or volunteer be alone with a single child where he or she cannot be observed by others. Staff members and volunteers should space position themselves in such a way that other staff can see them.
2. A child may not be left unsupervised.
3. Staff and volunteers shall not abuse or mistreat children in any way, including
 - physical abuse—striking, spanking, shaking, slapping;
 - verbal abuse—humiliating, degrading, threatening;
 - sexual abuse—touching or speaking inappropriately or showing children inappropriate materials;
 - mental abuse—shaming, withholding kindness, being cruel, belittling; and
 - neglect—withholding food, water, or basic care.
4. No type of child abuse will be tolerated. Any abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment.
5. Staff members and volunteers may not transport children in their own vehicles.
6. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
7. Outside of the Y, staff members and volunteers may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.
8. Staff and volunteers will not have interaction or contact with minor participants and/or members through any medium including but not limited to, electronic or other, that is not for official Y purposes.
9. Staff and volunteers must not accept any request by a Y program participant under the age of 18 to participate in any social media contact (not limited to Facebook, Twitter, etc).
10. Staff members and volunteers may not single out children for favored attention and may not give gifts to youth or their parents.
11. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.
12. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
13. Staff members and volunteers may not date program participants who are under the age of 18.

14. Under no circumstances should staff members or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent, guardian, or other adult authorized by the parent/guardian (authorization on file with the Y).

15. Staff members and volunteers are to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules.

16. Staff members and volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.

17. Staff members and volunteers are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.

18. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. All staff should be vigilant when using restrooms in facilities to not be alone with children. It is strongly suggested that staff use the restrooms in the locker rooms.

19. Personal visitors are not allowed in classroom/program sites where children are present. If you must meet someone during work hours, inform your supervisor, make arrangements to have your duties covered and meet that person in an area away from children.

20. Staff and volunteers shall maintain confidentiality and respect the child's and family's right to privacy. Staff must not disclose confidential information or intrude into family life. Information about individual children is to be shared only with the child's parents and appropriate staff.

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

Employee or Volunteer Name

Employee or Volunteer Signature

Date