

**RED WING FAMILY YMCA
CODE OF CONDUCT FOR STAFF AND VOLUNTEERS**

(Note: The word staff will include both paid staff, and unpaid program volunteers)

1. It is the policy of the YMCA to expressly forbid any forms of harassment of employees and participants. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct which relates to an individual’s race, color, age, sex, religion, national origin, citizenship, or handicap. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, or other verbal, graphic, or physical conduct of a sexual nature.
2. In order to protect YMCA staff, volunteers, and program participants, a staff/volunteer person should not be alone with a single child where they cannot be observed by others during YMCA programs. As staff supervise children, they should space themselves in a way that other staff can see them.
3. Restroom supervision: 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:
 - Physical abuse – strike, spank, shake, slap;
 - Verbal abuse – humiliate, degrade, threaten;
 - Sexual abuse – inappropriate touch, verbal exchange, sexually motivated behavior;
 - 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 only used in pre-determined situations (necessary to protect the child or other children from harm) and only administered in a prescribed manner, and must be documented in writing.
7. Staff should respond to children with respect and consideration, and treat all children equally, regardless of gender, race, religion, or culture.
8. 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 on areas of their bodies that would be covered by a bathing suit.
9. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and other staff.
10. Staff must appear clean, neat, and appropriately attired.

11. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. Abuse of prescription medications in any manner that impairs or could impair the person's ability to provide care or services is also prohibited.
12. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
13. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, and expert should be consulted.
14. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. YMCA employees are recognized as mandated reporters under federal guidelines. The YMCA requires all employees, especially child-care employees, to report known or suspected child abuse to a supervisor immediately or as soon as practically possible. Failure to report is grounds for termination of employment and possible legal action.
16. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to administrative approval.
17. Staff may not date program participants under the age of 18 years of age.

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

Staff/Volunteer Signature

Supervisor Signature

Date