



BUTLER COUNTY FAMILY YMCA

Code of Conduct for YMCA Staff and Volunteers

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person or volunteer be alone with a single child where he or she cannot be observed by others (elevator, small room, etc). As staff or volunteers supervise children, they should space themselves in such a way that other staff can see them.
2. Staff and volunteers shall never leave a child unsupervised.
3. Restroom supervision: Staff will ensure:
 - (1) The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities;
 - (2) Children are with an adult staff member and proceed in groups of three or more (e.g. 1 staff and 2 children or 2 staff and 1 child) when using the bathroom;
 - (3) Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities;
 - (4) No child, regardless of age, enters a bathroom alone on a field trip; and
 - (5) If staff are assisting younger children, doors to the facility must remain open.
4. Staff and volunteers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff and volunteers shall not abuse children in any way, including:
 - *physical abuse – striking, spanking, shaking, slapping, etc.
 - *verbal abuse – humiliating, degrading, threatening, etc.
 - *sexual abuse – touching or speaking inappropriately.
 - *mental abuse – shaming, withholding kindness, being cruel, etc.
 - *neglect – withholding food, water, or basic care.

Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care and doing so will be cause for immediate dismissal.
6. Staff and volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraints of any kind are prohibited including enclosing children in a confined or locked space.
7. Staff and volunteers will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns and so on. Questions or comments will be addressed to the parent or child in a non-threatening way. Staff will document any questionable marks or responses.
8. Program rules and boundaries must be followed, including appropriate touch guidelines. Staff will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
9. Staff and volunteers will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
10. Staff and volunteers are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
11. Staff and volunteers must appear clean, neat, and appropriately attired.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.

13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
14. Possession or use of any type of weapon or explosive device is prohibited in the Y facilities during working hours.
15. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not permitted.
16. Profanity, inappropriate jokes, 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.
17. The YMCA prohibits staff/volunteers from accepting supervisory responsibilities of participant children outside of YMCA activities. Staff and volunteers may not be alone with children they meet in the YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to administrator approval.
18. Staff and volunteers should not form inappropriate emotional or physical relationships with children who are under the age of 18, including dating.
19. Communicating with members and program participants under the age of 18 through texting or online is prohibited.
20. Staff and volunteers may not single out children for favored attention and may not give gifts to youth or their parents.
21. Staff and volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
22. Under no circumstances should staff and volunteers 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).
23. When staff and volunteers have reasonable cause to suspect child abuse, they shall report it directly to ChildLine at 1-800-932-0313 and then report to the direct supervisor or Executive Director to ensure that appropriate action has been taken. (See procedures for reporting child abuse).
24. Staff and volunteers are required to self-report within 72 hours to their YMCA supervisor, if they have been arrested or convicted of a crime.
25. Staff and volunteers 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 and volunteers will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
27. Staff and volunteers are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct or report to: Ginny Hammer Human Resources Director 724-287-4733 x103 ghammer@bcfymca.org

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

Employee/Volunteer Signature

Date

Supervisor Signature

Date