

APPENDIX 4 PRATTVILLE YMCA CODE OF CONDUCT

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| <ol style="list-style-type: none"> 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 shall space themselves in a way that other staff can see them. 2. Staff or volunteers shall never leave a child unsupervised. 3. Restroom supervision: If staff or volunteers take a child to the restroom, they will ensure: <ul style="list-style-type: none"> • The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. • Children are with an adult staff member or volunteer 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. • Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities. • No child, regardless of age, enters a bathroom alone on a field trip. • If staff or volunteers are assisting younger children, doors to the facility must remain open. 4. Staff and volunteers shall conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff and volunteers shall be positioned so that they are visible to others. 5. Staff and volunteers shall not abuse children including: <ul style="list-style-type: none"> • physical abuse – strike, spank, shake, slap; • verbal abuse – humiliate, degrade, threaten; • sexual abuse – inappropriate touch or verbal exchange; • mental abuse – shaming, withholding love, cruelty; • neglect – withholding food, water, basic care, etc. <p style="margin-left: 20px;">Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> 6. Staff and volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff and volunteers 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 and volunteers 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 and volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture. | <ol style="list-style-type: none"> 9. Staff and volunteers 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 in areas of their bodies that would be covered by a bathing suit. 10. Staff and volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. 11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA. 12. Staff and volunteers must appear clean, neat, and appropriately attired. 13. Using, possessing, or being under the influence of alcohol or illegal drugs during working or volunteering hours is prohibited. 14. Smoking 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 personnel life, and/or any kind of harassment in the presence of children or parents is prohibited. 16. Staff and volunteers must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert shall be consulted. 17. Staff and volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. 18. Staff and volunteers 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 administrator approval. 19. Staff and volunteers are not to transport children in their own vehicles without approval from supervisor. 20. Staff and volunteers may not date program participants under the age of 18 years of age. 21. 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. 22. Social media, online, or digital contact or interaction with youth that violates the Prattville YMCA's Code of Conduct is prohibited. 23. Excessive gift giving to youth by a YMCA employee or volunteer is prohibited. 24. Staff and volunteers are prohibited from accessing, displaying, or possessing inappropriate information or pornography on the organization's property or equipment. |
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