

STAFF CODE OF CONDUCT

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 should space themselves in a way that others can see them.
2. Staff shall not leave a camper unsupervised.
3. Restroom supervision - Trips: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - 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 or verbal exchange;
 - mental abuse – shaming, cruelty;
 - neglect – withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
7. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
8. 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.
9. Staff shall conduct a visual health check of each child, each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the appropriate adult or child in a non-threatening way.

10. Staff shall respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
11. 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 medical treatment, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
12. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
13. 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.
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 or on Camp property is prohibited.
16. Smoking or use of tobacco in the presence of children or parents during working hours or on Camp property 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 shall portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. Staff shall, at all times, avoid the appearance of impropriety.
19. Staff shall not be alone with children they have met in YMCA Camp programs outside of the Camp. 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.
20. Staff are not to transport children in their own vehicles.
21. Staff shall not date campers.
22. Under no circumstance should staff release campers 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. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.