YMCA OF SAN DIEGO COUNTY STAFF CODE OF CONDUCT

The Staff Code of Conduct clearly describes practices and behaviors that are appropriate and inappropriate in order to ensure the safety of YMCA participants and the protection of YMCA staff.

Staff is defined as all full or part-time YMCA employees and program volunteers.

- 1. At no time during a YMCA program may a staff person be alone with a single child.
- 2. Staff shall never leave a child unsupervised.
- 3. Staff shall make sure restrooms are not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff shall stand in the doorway while children are using the restroom. If staff are assisting younger children, doors to the facility must remain open.
- 4. Staff shall 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. Abuse includes: physical injury—strike, spank, shake, slap; Verbal abuse—yell, humiliate, degrade, threaten; sexual abuse—inappropriate touch or verbal exchange; Unjustifiable punishment—shaming, cruelty; neglect—withholding food, water, basic care, etc.

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

- 6. Staff shall use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff shall have age appropriate expectations and set up guidelines and environments that minimize the need for adult intervention. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from injury), and is only administered in a prescribed manner and must be documented in writing.
- 7. Staff 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 shall be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
- 8. Staff shall respond to children with respect and consideration and treat all children equally, regardless of gender, race, ability, religion or culture.
- 9. Staff shall respect a child's right to not be touched in any way that is uncomfortable for the child. Other than diapering, children are not to be intentionally touched on areas of their bodies that would be covered by a bathing suit.
- 10. Staff shall refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- 11. Staff shall appear clean, neat and appropriately attired as required by the current YMCA Dress and Appearance Standards.
- 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. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.

- 15. Staff shall not be with children who are involved or enrolled in YMCA programs outside of the YMCA. This includes: babysitting, sleep-overs, and inviting children to a private home. Any exceptions require a written Exemption Request with Executive Director approval.
- 16. Staff shall not transport children in personal vehicles.
- 17. Staff shall not date program participants under the age of 18 years.
- 18. In programs where children are signed into and out of the program, staff shall not release a child to anyone other than the child's parent or guardian, or other adult authorized in writing by the parent or guardian. Written parent authorization shall be kept on file at the YMCA site.
- 19. Staff shall not have interaction or contact with minor participants and/or minor members through any medium, electronic or other, that is not an official YMCA source or for official YMCA purposes.
- 20. Staff shall not bring, discuss, or view inappropriate or unauthorized material (i.e. pornographic) at work.
- 21. Staff are required to read, sign, and abide by all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject as instructed.
- 22. All Staff shall wear YMCA staff identification badges during program operation. Program Staff shall wear YMCA staff t-shirts when working.
- 23. All YMCA staff are considered mandated reporters of suspected child abuse. Staff shall not disclose confidential information and shall not discuss matters pertaining to abuse or suspected abuse except with the Executive Director and/or a corporate officer.
- 24. YMCA staff will not give personal gifts of any kind to program participants.
- 25. Staff shall not participate in any sports activity while on duty or during a break from duty. Coaching, demonstrating or supervising a sports activity is allowed.
- 26. Staff shall not use their position with the YMCA for personal gain, including soliciting for personal financial support.
- 27. Staff are required to report violations of the Code of Conduct to a direct supervisor.
- 28. Staff are required to fully cooperate with any investigation of alleged abuse.
- 29. Staff shall portray a positive role model by behaving in accordance with the YMCA Core Values of Caring Honesty, Respect and Responsibility.

I understand that any violation of this Code of Conduct will result in corrective action up to and including termination.

Print staff name	Staff signature	Date	
	Supervisor's signature	 Date	
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