

## **CODE OF CONDUCT – YMCA of Metropolitan Chattanooga**

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 other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for children and protection for staff. No child, regardless of age, should ever enter a bathroom alone on a field trip.
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 position themselves so that they are visible to others.
5. Staff shall not abuse children including: physical abuse (strike, spank, shake, etc.), verbal abuse (humiliate, degrade, threaten), sexual abuse (inappropriate touch or verbal exchange), mental abuse (shaming, withholding love, cruelty), and neglect (withholding food, water, basic care). 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 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 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 should respond to all people with respect and consideration and treat all people equally regardless of sex, race, religion, abilities or culture.
9. Staff will respect a person's right 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 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 must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- 14 Smoking or the use of tobacco in the presence of members and participants during working hours is prohibited.
15. 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.
16. Staff must be free of physical and psychological conditions that might adversely affect another's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for all by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes baby-sitting, sleep-overs, and inviting children to your home. There are no exceptions given unless there was an established prior relationship between the employee and parents.
19. Staff are not to transport children in their vehicles.
20. Staff are not to be engaged in social media with YMCA participants under the age of 18 except through Y-sponsored pages or sites.
21. Staff may not date program participants under the age of 18 years.
22. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization must be 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.

***Any violation of this Code of Conduct may result in immediate termination.***

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Signature

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Date