

YMCA of the Greater Tri-Valley

Child Abuse Prevention-Facility Policies and Procedures Child Safety Code of Conduct



1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff/Volunteer be alone with a single child where they cannot be observed by others.
2. Staff/Volunteers shall never leave a child unsupervised outside the program area. Restroom supervision for all licensed YMCA programs or other YMCA organized programs where participants are under the age of twelve (12) : When multiple children are in the bathroom or locker room, YMCA employees will be standing in the doorway so they can have at least auditory supervision of the children. This policy allows privacy for the children and protection for the employee (not being alone with a child). The same bathroom supervision apply to off-site locations as well.
 - A. While assisting younger children, doors to the facility must remain open.
 - B. No child, regardless of age, should ever enter a bathroom alone on a field trip, without checking to see if the bathroom is empty first.
 - C. Parents must stay with their children if under the age of twelve (12). Parents are responsible for restroom and drinking fountain needs unless otherwise noted on program registrations.
3. Staff/Volunteers shall not abuse children including:
 - A. Physical abuse- strike, spank, shake, slap:
 - B. Emotional abuse – Degrade, threaten, withholding love;
 - C. Sexual abuse – inappropriate touch or verbal exchange;
 - D. Neglect – withholding food, water, basic care, etc.

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

4. Staff/ Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

5. Staff/ Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture and special needs.
6. Staff/Volunteers will respect children’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit. The only exceptions are in programs where it is essential in teaching such as in swimming lessons where the student could be supported by their stomachs. Other activities could be spotting, gymnastics, etc. The staff/volunteer member must inform the program participant of their actions and ask permission to proceed.
7. Staff/Volunteers will refrain from intimate displays of affections towards others in the presence of children, parents, and staff/volunteers.
8. 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.
9. Staff/Volunteers must appear clean, neat, and appropriately attired.
10. Using, possessing, or being under the influence of alcohol or illegal drugs during work hours is prohibited
11. Smoking/Vaping or the use of tobacco in the presence of children or parents during working hours is prohibited.
12. Profanity, inappropriate jokes, pornography, sharing intimate details of one’s personal life, inappropriate verbal interactions with youth and any kind of harassment in the presence of children/parents is prohibited.
13. Staff/Volunteers must be free of physical or psychological conditions that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.

14. Staff/Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff/Volunteers may not have any contact with children they meet in YMCA programs outside of the YMCA. This will include babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to Multi-Team-Leader approval. Only prior to YMCA employment relationships will be considered.
16. Staff/ Volunteers may not have contact with children they meet in YMCA programs via e-mail, the internet or any other social network (i.e Facebook, Myspace, twitter, or other blogs). Only YMCA administrative staff/ Volunteers will contact members via email for Y related business, i.e. newsletters. Staff may not use their personal email to contact members
17. Staff/Volunteers will not give gifts of any kind, ask kids to keep secrets, or show favoritism to certain children. All will abide by the YMCA's approved physical and verbal guidelines set forth for interactions with youth as outlined in the stated guidelines and YMCA trainings (regarding sitting on laps, frontal hugs, secrets, tickling, etc.).
18. Staff/Volunteers are not to transport children in their own vehicles.
19. Staff/Volunteers may not date program participants under the age of 18 years.
20. Staff/Volunteers are not allowed visitors while interacting with children or program participants.

21. Under no circumstances should staff/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 at the YMCA)
22. Staff/Volunteers may not use personal cell phones, blackberry, I-pod, camera, or any other electronic devices when on duty in their program area. Only YMCA authorized personnel may take photos with YMCA equipment for promotional purposes only.
23. Staff/Volunteers will not assign any physical regiments to program participants as consequences for inappropriate behaviors.
24. Staff/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 per department area.
25. Staff/Volunteers are to report any arrests or convictions of a child related incident, while they are employed with the organization immediately to the HR department.
26. All allegations of suspected child abuse are to be reported according to NYS Mandated Reporter guidelines. YMCA staff and volunteers will fully cooperate with authorities and all investigations.

For guidance with Child Abuse policies & procedures:

**Please contact your Branch
Child Abuse Liaison/
School Age Child Care & Camp Director**

I understand that any violation to the above policies and procedures will result in disciplinary action up to and/or including termination of employment. All YMCA staff and volunteers are held to these policies and procedures.

Signature

Date