

YMCA of the USA's
Child Abuse Prevention
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 other staff can see them. Do not allow campers into private staff areas.
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 the children and protection for the staff (not being alone with the child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip or in public restrooms of the YMCA of the Rockies. Always send children in pairs, and whenever possible, with staff. Be sure there is only one child per staff.
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 be positioned so that they are visible to others. Younger children should be encouraged to change their own as much as possible.
5. Staff shall not abuse children or allow children to abuse each other including:
 - Physical abuse-strike, spank, shake, slap;
 - Verbal abuse – humiliate, degrade, threaten, haze;
 - Sexual abuse – inappropriate touch or verbal exchange;
 - Mental abuse – shaming, withholding love, cruelty, hazing;
 - Neglect – withholding food, water, basic care, etc.

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 predetermined 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 will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion and culture.
9. 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 diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. Give children side hugs and ask before you give them. If a child runs up to you and initiates a front hug, hug the child, and initiate the release soon after. Counselors will not give backrubs to campers or other YMCA staff, and they will not receive backrubs from campers or YMCA staff. Counselors are not to kiss children.
10. Watch your interaction with the campers so as not to over stimulate them. For example, tickling, pillow fights and wrestling matches are unacceptable because they can cause a child to become over stimulated and or hurt.

11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff. Counselors sleeping together on camper overnights is prohibited and grounds for dismissal.
12. 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 for the by the YMCA.
13. Staff must appear clean, neat and appropriately attired.
14. Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
15. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
16. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited. It is prohibited to ask campers about their dating relationships and other intimate things in their lives. Staff will be aware that campers can develop crushes. Be aware of your words and actions; teasing can be construed as flirtatious. You want to discourage crushes.
17. Staff 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.
18. Staff 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 are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. 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.
22. Staff 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 the YMCA of the Rockies.

I understand that any violation of the Code of Conduct may result in termination.

Print Name

Employee's Signature/Date

Supervisor's Signature/Date

If as a parent or program participant you have any questions regarding the Code of Conduct you may contact either of the following:

Marty Ferguson at (970) 531-5742 or Lindsay Holmes at (970) 509-9668