



YMCA of Central Stark County Staff & Volunteer Code of Conduct

The YMCA of Central Stark County provides our consumers with the highest quality services available. We are committed to creating an environment for consumers that is safe, nurturing, empowering, and that promotes growth and success.

Abuse of any kind will not be tolerated and confirmed abuse will result in immediate dismissal from this organization. We will fully cooperate with the authorities if allegations of abuse are made that require an investigation.

Our staff and volunteers will provide a professional work environment free from physical, psychological, written, or verbal intimidation or harassment.

CONDUCT WITH CONSUMERS

1. Consumers will be treated with respect. Staff and volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
2. Consumers will be treated fairly, regardless of race, sex, sexual orientation, age, gender, or religious preference.
3. Staff and volunteers will adhere to organizational policies regarding one-on-one interactions with consumers and will always follow the YMCA'S Rule of Three. During a Y program, staff or volunteers may not be alone with a consumer where others cannot observe them. Staff and volunteers should position themselves in such a way that others can see them. Doors should always remain open. A child may not be left unsupervised.
4. Staff and volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. They 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.
5. Staff and volunteers will adhere to uniform best practices of appropriate and inappropriate physical & verbal interactions as outlined by our organization.
6. Staff and volunteers will not stare at or comment on consumers' bodies.
7. Staff and volunteers 18 years of age and older will not date or become romantically involved with consumers (youth and vulnerable populations). Minors are discouraged from these types of relationships, as well, and may not directly supervise a consumer in which this type of relationship or otherwise personal relationship does exist.
8. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property. Staff and volunteers will comply with our organizational policies regarding electronic communication and social media with consumers.
9. Staff and volunteers will not have secrets with consumers and will only give gifts in accordance with organizational policies.
10. Staff and volunteers will comply with our organization's policies regarding interactions with consumers outside of our programs.
11. Staff and volunteers are not permitted to transport consumers (children and/or youth) they meet in YMCA programs in their own vehicles.
12. Under no circumstances should staff or 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 with the YMCA).

13. Restroom/locker room supervision: Staff and volunteers will make sure the restroom/locker room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff and volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for Y personnel (not being alone with a child). If staff and/or volunteers 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. Always send children in pairs, and whenever possible, with an adult present.
14. Staff and volunteers should conduct or supervise private activities in pairs--diapering, putting on bathing suits, taking showers, etc. When this is not feasible, they should be positioned so that they are visible to others.
15. Staff and volunteers will not abuse consumers in any way including (but not limited to) the following: physical abuse, verbal abuse, sexual abuse, mental abuse, and/or neglect.
16. Our organization will not tolerate any behavior classified under the definition of bullying, and if such actions are disruptive, we will take steps needed to eliminate them. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all consumers, employees, and volunteers. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including physical bullying, verbal bullying, nonverbal or relational bullying, cyberbullying, hazing, and/or sexualized bullying.
17. Staff and volunteers will report concerns or complaints about other employees and volunteers, other adults, or consumers to a direct supervisor using a YMCA of Central Stark County Incident Report, by using our [Online Reporting Tool](#) (anonymous reports may be submitted) or the Praesidium Helpline at (855) 347-0751.
18. Staff and volunteers will report allegations or incidents of abuse to an immediate YMCA supervisor and, with support of leadership, also to the Ohio Department of Job & Family Services by calling 855 O-H-CHILD. Please refer to the ODJFS [website](#) on reporting child abuse and neglect for more information.
19. Staff and volunteers may not have engaged in, been accused of, or convicted of consumer abuse, indecency with a consumer, or injury to a consumer.

CONDUCT OF ONESELF

1. Staff and volunteers must appear clean, neat, and appropriately attired.
2. Using, possessing, or being under the influence of alcohol or illegal drugs during direct involvement in a program is prohibited.
3. Smoking or use of tobacco in the presence of children or parents during direct involvement in a program is prohibited.
4. Staff and volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as outlined in our Abuse Prevention and Risk Policy Guide.

I understand that any violation of this Code of Conduct may result in termination and/or dismissal.

Staff / Volunteer Printed Name

Date

Staff / Volunteer Signature

Date