



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## TREASURE VALLEY FAMILY YMCA CODE OF CONDUCT FOR STAFF/VOLUNTEERS

**POLICY UPDATED: 12.15.20**

1. At no time during a Y program may a staff person or volunteer be alone with a single child or another staff/volunteer under the age of 18 where they cannot be observed by others. Staff/volunteers should position themselves in such a way that other staff can see them.
2. A child may never be left unsupervised.
3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a 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 at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff/volunteers shall not abuse children in any way, including
  - physical abuse—striking, spanking, shaking, slapping, and so on;
  - verbal abuse—humiliating, degrading, threatening, and so on;
  - sexual abuse—touching or speaking inappropriately;
  - mental abuse—shaming, withholding kindness, being cruel, and so on;
  - neglect—withholding food, water, or basic care.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. 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. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff/volunteers will conduct a visual health check of each child's appearance upon their arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff/volunteers will document any questionable marks or responses.
8. Staff/volunteers will respond to children with respect and consideration and treat all children equally, regardless of race, color, national or ethnic origin, ancestry, age, religion, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, or economic level of the family.
9. Staff/volunteers will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff/volunteers will refrain from intimate displays of affection in the presence of others.
11. Staff/volunteers are not to transport children or other staff/volunteers under the age of 18 in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff/volunteers must appear clean, neat, and appropriately attired per staff/volunteer uniform guidelines.
13. Using, possessing, or being under the influence of alcohol or illegal drugs is prohibited.
14. Smoking or use of tobacco or nicotine products is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.



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16. Using YMCA computers to access pornographic sites, send correspondence with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be the lone adult, adult being defined as anyone over the age of 18, with children or other staff/volunteers under the age of 18 they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers and inviting children to their homes. Any exceptions require the completion of an Unsanctioned Child Care Waiver before the fact. Failure to do so will result in disciplinary action up to and including termination.
19. Staff/volunteers must be free of physical and psychological conditions that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.
20. Staff/volunteers will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff/volunteers should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff/volunteers who are over the age of 18 may not date program participants or other staff/volunteers who are under the age of 18.
23. 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).
24. Staff/volunteers will adhere to the YMCA’s code of conduct and character values of caring, honesty, respect and responsibility when posting on personal web pages, social media or other existing or emerging technology platforms. Any private communication between staff and youths, including but not limited to the use of social networking websites or applications; e.g. Facebook, Instagram, Snapchat, Messenger, texting, etc. - is prohibited. All communication between staff/volunteers and youths must be transparent. Taking or using photos, video, or images of the Y or its programs, members, or participants without permission is also prohibited. Press inquiries must be directed to your branch director.
25. Staff/volunteers are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct. The Y prohibits retaliation against anyone who makes a report.
26. 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.
27. Staff/volunteers will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.
28. By law, everyone in Idaho is considered a mandatory reporter of child abuse. Staff/volunteers are legally and ethically responsible for reporting suspected child abuse to the authorities. To report suspected abuse, notify CPS at 208-334-KIDS (5437). In the event of an emergency, call 911.

I understand the Treasure Valley Family YMCA will provide Child Abuse Prevention training and that any violation of this Code of Conduct may result in disciplinary action up to and including termination of employment.

Employee / Volunteer Printed Name	Signature	Date
Minor Staff/Volunteer Parent/Guardian	Signature	Date
Supervisor Printed Name	Signature	Date