



CHILD ABUSE PREVENTION CODE OF CONDUCT

YMCA OF THE FOX CITIES

Volunteers

SUPERVISION:

1. In order to protect YMCA of the Fox Cities staff, volunteers and program participants at no time during a program may a volunteer be alone with a single child where they cannot be observed by others. As volunteers supervise children, they should space themselves in a way that staff can see them.
2. Volunteers shall never leave a child unsupervised.
3. Restroom supervision: Volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the volunteer (not being alone with a child). If a volunteer is 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 staff/volunteers. Follow the "rule of 3," striving to have two adults whenever possible.
4. Volunteers should conduct or supervise private activities with another YMCA staff or approved volunteer, including but not limited to, diapering, putting on bathing suits, taking showers, etc. When this is not feasible, volunteers should be positioned so that they are visible to others.
5. Volunteers release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian.

INTERACTION WITH CHILDREN:

1. Volunteers shall not abuse children including, but not limited to:
 - **Physical abuse** – strike, spank, shake, slap
 - **Verbal abuse** – name calling, shaming, belittling, derogatory remarks, secret keeping, harsh language that may frighten, threaten or humiliate youth, derogatory remarks about the youth or his/her family
 - **Sexual abuse** – inappropriate touch or verbal exchange
 - **Mental abuse** – shaming, withholding love, cruelty
 - **Neglect** – withholding food, water, basic care, etc.

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

2. It is a volunteer's legal and ethical duty to report suspected abuse. Volunteers will cooperate fully with any investigation. Contact your supervisor or other YMCA staff member in any situation of suspected abuse.
3. Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in situations necessary to protect the child or other children from harm and must be documented in writing.
4. Volunteers must respond to children with respect and consideration and treat all children equally regardless of sex, race, religion and/or culture. Volunteers must portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

5. Volunteers will respect children’s rights to not be touched in ways that make them feel uncomfortable and allow children the right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.

Appropriate Touches	Inappropriate touches
<ul style="list-style-type: none"> • Side hugs, • Shoulder-to-shoulder • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Encouragement • Positive reinforcement • Pats on the head when culturally appropriate • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated areas • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a youth to cling to a volunteer's leg • Any type of massage given by or to a youth • Any form of affection that is unwanted by the youth or volunteer • Compliments relating to physique or body development, • Touching bottom, chest, or genital areas.

6. Volunteers may not be alone with children they meet in Y programs outside of the Y.

7. Volunteers are not to transport children in their own vehicles.

8. Volunteers may not date program participants under the age of 18 years of age.

9. Profanity, inappropriate jokes, intimate displays of affection toward other staff/volunteers, and sharing intimate details of one’s personal life in the presence of children or parents is prohibited.

YMCA EXPECTATIONS:

1. Volunteers must appear clean, neat and appropriately attired.

2. While the Y does not discriminate against an individual’s lifestyle, it does require that in the performance of their task, volunteers will abide by the standards of conduct set forth by the YMCA of the Fox Cities.

3. Using, possessing or being under the influence of alcohol or illegal drugs during volunteer hours is prohibited.

4. Smoking or use of tobacco in the presence of children or parents during volunteer hours is prohibited.

5. 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.

I agree to abide by the Child Abuse Code of Conduct:

Volunteer Name (please print): _____ **Phone:** () _____

E-mail: _____

Volunteer Signature: _____ **Date:** _____