



YMCA OF DELAWARE

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.
2. Staff shall never leave a child unsupervised.
 - The YMCA of Delaware recognizes the uniqueness of resident camping and the benefit gained from such an experience. In this setting, there may be times when a camper may be alone or in a situation where she or he is alone with a counselor. YMCA staff training focuses on how to deal with such situations and what is appropriate for staff. The YMCA makes every effort to ensure that individual contact between staff and campers is minimal.
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 practice 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. Always send children in pairs, and whenever possible with 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.
5. Staff shall not abuse children including, but not limited to:
 - Physical abuse – strike, spank, shake, slap
 - Verbal abuse – humiliate, degrade, threaten
 - 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 may be cause for 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.

7. Staff will observe 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. Any injuries or marks received by the child in the course of care will be promptly reported to the supervisor and the parent or guardian. An appropriate written incident report will be completed.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or 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.
10. Staff will refrain from inappropriate displays of affection.
11. Staff must appear clean, neat, and appropriately attired.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited, except in designated staff smoking areas at Camp Tockwogh.
14. Harassment of any type will not be tolerated.
15. Staff will portray a positive role model for youth by maintaining an attitude of honesty, respect, caring, and responsibility.
16. 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 branch executive approval.
17. Staff are not to transport children in their own vehicles.
18. Staff may not date program participants under the age of 18 years of age, even if the staff person is under 18 years of age. For purposes of this code of conduct, counselors-in-training (CITs) in all day camp settings shall be considered staff.
19. 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 on file with the YMCA.)
20. 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 a supervisor.

*This Code of Conduct applies to YMCA Day Care Volunteers.

9/1/95