



CODE OF CONDUCT FOR YMCA STAFF AND VOLUNTEERS

1. Staff will always consider safety of campers and safety of themselves as a priority in all situations.
2. Staff will respond to children with respect and consideration and treat all children and co-workers equally regardless of sex, race, religion, culture, economic level of the family, or disability.
3. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

Working with Children

Supervision of Campers

4. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
5. Staff shall never leave a child unsupervised.
6. 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.
7. Staff should conduct or supervise private activities in pairs— changing, 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.
8. 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).

Behavior Management

9. Staff need to understand that we discipline children to protect them from hurting themselves or others (physically or emotionally) and to teach them acceptable behavior. The goal of discipline is to teach a child to develop control of his or her actions independently.
10. 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 (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

Child Abuse

11. Staff shall not abuse children in any way, including
 - a. physical abuse—striking, spanking, shaking, slapping; hazing and so on;
 - b. verbal abuse—humiliating, degrading, threatening; and so on;
 - c. sexual abuse—touching or speaking inappropriately or showing inappropriate materials;
 - d. mental abuse—shaming, withholding kindness, being cruel, and so on; or
 - e. Neglect—withholding food, water, or basic care.
12. No type of abuse will be tolerated and may be cause for immediate dismissal or arrest.
13. Staff will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit.
14. Children are never to be touched against their will (unless in the case of clear and present danger) or against their discomfort expressed verbally or non-verbally.
15. Staff must read Staff Manual and follow all precautions outlined in section on Child Abuse. Any allegation must be reported to the Camp Director.

Interactions with Campers

16. 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 professional standard and conduct set forth by the YMCA. Discussion with campers regarding private staff/adult relationships, sexual education or political views is prohibited. Parents will decide how children learn the 'facts of life', they do not expect camp staff to do this. Staff are expected to seek out the Camp Director, Leadership Staff or Camp Nurse if you have a socially sensitive situation with your camper(s).
17. Staff members may be in a situation where they are informed of a camper's disability or illness, and must respect camper confidentiality regarding any medical information and refrain from discussing medical situations with anyone other than Health Staff and necessary Camp Directors.



Professional Image

Personal Appearance & Behavior

18. Staff must appear clean, neat and appropriately attired. The first impression is the one that counts and staff need to remember to be positive role models. The Executive Director will have the final say in any attire, tattoos, body piercing etc that he/she finds to be inappropriate
19. Staff and campers must wear one-piece bathing suits and clothing that covers the body appropriately. Inappropriate attire while at camp includes bikinis, half-shirts, excessively short shorts, see-through clothing and t-shirts with inappropriate language or designs.
20. Smoking and use of tobacco related products are prohibited at Camp.
21. There will be no alcoholic beverages anywhere in summer camp buildings or on camp property. Possession of, use of, or being with persons possessing or using alcohol will mean automatic dismissal from camp. Staff members in camp will be expected to observe the Connecticut State laws regarding legal age for use of alcohol when they are out of camp on time off. No staff member will be allowed to come on to YMCA property from time off having had too much to drink. You are considered on duty anytime you are on camp property. Breaking the alcohol rules will mean automatic dismissal from Camp Hazen YMCA.
22. Use of any drugs not prescribed for medical reasons will not be permitted. Possession of, use of, or being with persons possessing or using marijuana or other illicit drugs will mean automatic dismissal from camp.
23. All prescribed medication and over the counter medication for staff will be kept in the Health Lodge, not in cabins.
24. No weapons of any kind will be brought to camp.

Personal Interactions

25. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
26. 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.
27. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
28. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
29. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
30. Staff are to understand there is a clear power difference between themselves and campers and are not to take advantage of this difference. Staff may not have any physically intimate or emotionally inappropriate relationship with program participants, including LEA's.
31. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

Internet

32. The YMCA discourages allowing campers to see your personal websites or social media information. Staff may not initiate contact with campers outside of camp.
33. You are expected to represent yourself and the YMCA positively and responsibly year-round. Inappropriate photos, comments, stories and questionable interactions that are viewable to campers, parents, alumni and administrators puts Camp's reputation at risk and your employment at risk (including future references for other jobs). We expect you to continue professional boundaries with campers year-round.
34. Using YMCA computers & wifi to access pornographic sites, sending e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.

Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct. 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.

In signing this document, I agree to the following:

- To watch for signs of stress in myself and others as a way of maintaining a safe environment for everyone at Camp Hazen YMCA
- To ask for help if I do not understand a policy or feel I am in a situation that is uncomfortable or has the potential to become harmful.
- To adhere to this Code of Conduct and understand that any violation of this Code puts campers, staff and myself at risk and may result in termination.

Printed Name

Employee or Volunteer Signature

Date



CHILD ABUSE REPORTING & RESPONSE PROCEDURES

In the event of an accusation of child abuse, the Camp Hazen YMCA will take prompt and immediate action as follows:

1. At the first report or allegation that child abuse has occurred, the staff person it has been reported to will notify a Village Director and the Camp Director, who will review the incident with Executive Director.
2. The Camp Director or Executive Director will see to the immediate safety and medical care of all persons at issue.
3. Camp Hazen YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
4. If the Executive Director is not immediately available, this review by the supervisor, cannot in any way deter the reporting of child abuse by mandated reporters.
5. All camp staff members are mandated by law to report reasonable suspicion of abuse.
6. It is not our job, to prove that a child has been abused, only to report reasonable suspicion.
7. Failure to report by a mandated reporter makes that person subject to arrest and prosecution.
8. CT State Law states "All persons, institutions, or agencies reporting in good faith is immune from any liability, civil or criminal."
9. An oral report must be made to immediately (within 12 hours) to the Commissioner of DCF or his representative or the local police or state police.
10. A written report must follow within 48 hours to both DCF and the State Health Department.
11. The Department of Children and Families Hotline telephone number is 1-800-842-2288.
12. In the event the reported incident involves a volunteer or staff member, the Executive Director will immediately, without exception, suspend the volunteer or staff person from duties until an investigation is complete.
13. The Camp Director or Executive Director will see to it that any camper who is accused of child abuse is removed from the presence of the other campers to an isolated location and supervised by at least two staff at all times.
14. The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If more than one set of parents is involved (e.g., child-on-child abuse), the YMCA's responsibility is to keep the names and contact information of those involved confidential.
15. The Executive Director will be the spokesperson for the camp and will follow the Camp Hazen YMCA crisis management procedure.
16. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth- involved nature of the YMCA).
17. Reinstatement of the program volunteer, employed staff person, or YMCA member will occur only after all allegations have been cleared to the satisfaction of the Executive Director.
18. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the executive director or his or her designate.
19. All full-time and part-time employees and program volunteers must read and sign this policy.

Printed Name

Employee or Volunteer Signature

Date

Camp Hazen YMCA