



CODE OF CONDUCT

This Code of Conduct is an example that 180 Youth Outreach Board of Directors has defined to state expected professional relationships between staff and children. It includes staff/staff interactions as well as staff/children interactions. The care and safety of other people's children is our number one priority. Your safety as staff, volunteers and program participants is of equal importance to us. Your signature on this document is acknowledgment that you understand the contents and are in complete agreement.

1. At no time during a program may any staff, volunteer or program participant 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. Do not isolate a single child for discussion or discipline unless you are clearly visible in a public area.
2. Staff must never leave a child alone and unsupervised.
3. Bathroom supervision of children must always occur with another staff member or group chaperone within sight or hearing distance. Do not enter these areas when in use by a child of the opposite sex except when summoned in an emergency. Do not enter these areas when in use by a single child of any sex without others present.
4. Staff must not abuse children including:
 - Physical abuse- to strike, spank, shake, slap
 - Verbal abuse- to humiliate, intimidate, threaten
 - Sexual abuse- to inappropriately touch or speak
 - Mental abuse- to shame, withhold kindness, be cruel
 - Neglect- to withhold food, water, basic care such as medical or bathroom needs
5. Staff will respect a child's right not to be touched in ways that make them feel uncomfortable. Children are not to be touched between their waist and knees, front and back and the chest for a girl.
6. Staff should use positive techniques of behavior management, including redirection, positive reinforcement, and encouragement. Physical restraint is used only when necessary to protect the child or other children from harm, and must be documented with your supervisor and director.
7. Staff will respond to children, other staff and parents with respect and consideration and treat all children equally regardless of gender, race, religion, sexual orientation, economic background, or any type of physical or mental ability.
8. Staff members will refrain from intimate displays of affection towards other staff in the presence of children, parents, and staff.
9. Staff must appear clean, neat, and appropriately attired at all times. So that staff may be distinguished from guests, staff are required to wear staff shirts, vests, or their name badge while working.
10. Using, possessing, or being under the influence of alcohol, or illegal drugs during working hours is prohibited. The use of prescription drugs that may impair your judgment during working hours is also prohibited; see your supervisor so that your shift may be covered if you require them.
11. Smoking or use of tobacco in the presence of children or participants is prohibited.

12. Profanity, inappropriate jokes, and sharing intimate details of your personal life in the presence of children, or participants are prohibited. Doing such with other staff is unprofessional and always is at risk of being overheard.
13. Staff members must be free of contagious conditions that may adversely affect any child's physical or mental health and must not act in any way that adversely affects a child's physical or mental health. See your supervisor if you are too sick or stressed to work. And, please contact 180 Youth Outreach Board of Directors if you have a physical or mental disability and believe you need reasonable accommodation to safely and effectively perform your duties.
14. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff members may not be alone with children they meet in 180 Youth Outreach programming outside of 180 Youth Outreach work. This includes babysitting, tutoring, sleepovers, inviting children to your home or taking them places without acknowledgement of supervisor or Board of Directors. Any exceptions require a written explanation before the fact and are subject to the supervisor's knowledge and approval. Parents or guardians requesting your services directly should be referred to your supervisor.
16. Giving children personal contact information, including, but not limited to social networking websites, personal e-mail or home addresses and phone numbers is not recommended without acknowledgement by management and/or Board of Directors.
17. Posting photos or info about children without parent or guardian permission is prohibited.
18. Staff members must have approval to transport children in their personal vehicle in their job duties.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult as documented by the parent or guardian on file in our programs.
20. Staff members are required to immediately report any instances of child abuse or neglect, whether at home, or during 180 Youth Outreach programming to their supervisor. Suspicion or concerns about the possibility of abuse should also be reported to your supervisor or Board of Directors and will make the call to authorities with you if the child is not in immediate danger.
21. In the event that a child discloses that they have been abused, listen to them but under no circumstances can you tell them that you will not disclose the information that they gave you. Ask no questions of any kind and recite the following four statements:
 - Thank you for telling me
 - I believe you
 - You have done nothing wrong
 - I will get help for you (not I will help you)

SIGNATURE: _____ DATE: _____