

**YMCA of Greater Dayton  
Child Abuse Prevention  
CODE OF CONDUCT**

The YMCA of Greater Dayton has zero tolerance when it comes to the abuse and mistreatment of children. Any YMCA employee who abuses or mistreats children will be disciplined up to and including termination of employment.

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| <ol style="list-style-type: none"> <li>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. If in a situation where staff may be left alone with a child, staff are to immediately move to a public area where the staff member and the child may be viewed by others. This could include a lobby, hallway, or other designated area.</li> <li>2. Staff shall never leave a child unsupervised.</li> <li>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 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. If a restroom is only accessible through a class room and a teacher is in the classroom, it is permissible to allow one child at a time into the restroom. No child regardless of age should ever enter a bathroom alone on a field trip. Children should not be sent in pairs without staff supervision.</li> <li>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.</li> <li>5. Staff shall not abuse children including:             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> </li> <li>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. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.</li> <li>7. Staff will conduct a health check of 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.</li> </ol> | <ol style="list-style-type: none"> <li>8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</li> <li>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.</li> <li>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</li> <li>11. 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 the standards of conduct set forth by the YMCA.</li> <li>12. Staff must appear clean, neat, and appropriately attired.</li> <li>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</li> <li>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</li> <li>15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.</li> <li>16. Staff 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.</li> <li>17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>18. Staff may not be alone or communicate externally with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, social media, texting, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</li> <li>19. Staff are not to transport children in their own vehicles. Under no circumstances are staff to transport a child without permission from a parent/guardian and their YMCA supervisor in a YMCA of Greater Dayton vehicle.</li> <li>20. Staff may not date program participants under the age of 18 years of age.</li> <li>21. Under no circumstance 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).</li> <li>22. Staff is 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.</li> </ol> |
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I understand that any violation of this Code of Conduct may result in termination.

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Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*All employees are required, under Section 2151.421 of the Ohio revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency. Please notify your supervisor if you suspect a child is being abused or neglected so the proper agency can be notified. Notifying your supervisors in no way replaces your responsibility to report child abuse or neglect to the local public children's service agency.*