NMCAA Child and Family Development Programs’ Code of Conduct

Aligned with the *Traverse Bay Children’s Advocacy Center, Team Zero* & the *Darkness to Light* Initiatives

To Prevent and End Child Sexual and Physical Abuse

Staff, Collaborative Center Staff and Volunteers will adhere to the following:

1. Confidentiality policies must be followed and are strictly enforced.
2. Children will never be unsupervised.
3. While children use a multi-aged bathroom, staff or child care partners will stand in the open doorway. If children need assistance, the exterior door/curtain must remain open, while maintaining privacy for the child from view of others.
4. Staff or childcare partners will help children change soiled clothing, diapering or cleaning (areas covered by a bathing suit), with the exterior door/curtain remaining open, and maintaining privacy for the child from view of others.
5. A child’s right to say “No” is to be encouraged and respected. Children will not be touched in ways that seem to make them feel uncomfortable.
6. No child will be abused or experience corporal punishment of any kind. Any type of abuse will not be tolerated and is cause for dismissal. No isolating a child, and no physical, verbal, humiliating/instilling fear, terrorizing, punishing, poking, demeaning, or ignoring a child; no sexual or mental/emotional abuse or neglect. Do not make fun of or laugh at a child. No swatting, grabbing, shoving, or taping a child.
7. Toilet learning training methods will not include punishing, humiliating or demeaning any child.
8. Using or withholding food, physical activity or outdoor time will not be used for punishment or rewards.
9. Staff, child care partners and volunteers will use appropriate touch, including pats on the back or shoulder, child initiated hugs, handshakes, high fives, etc. Staff, child care partners or volunteers will not touch personal areas (areas covered by a bathing suit).
10. Staff, child care partners and volunteers will use positive guidance techniques – redirection, positive reinforcement and encouragement. Refer to NMCAA Child Development Guidance Policy. They will also support parents in using positive reinforcement when the opportunity arises.
11. Staff, childcare partners, and volunteers will respond to children with respect and consideration and treat all children equally regardless of disability, family composition, gender, race, religion, sexual identity or culture.
12. Staff, childcare partners, and volunteers will not give gifts or special favors to individual children/families or show preferential treatment to a child or group of children to the exclusion of others.
13. Staff, childcare partners, and volunteers will not have private interactions through social media, computer or handheld devices with any children in the program.
14. Staff, childcare partners, and volunteers will refrain from intimate displays of affection towards others.
15. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, or any kind of harassment is prohibited.
16. Staff, childcare partners, or volunteers may not be alone with program children outside of program hours. This includes babysitting, sleepovers, or inviting children to their home. (Exceptions may apply to relatives or family friends and must be discussed with supervisor).
17. Staff, childcare partners, and volunteers will not transport children in their own vehicles.
18. Under no circumstances should a child be released to anyone other than the authorized parent, guardian, or other authorized adult.
19. Staff, child care partners and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse and also attend abuse prevention training.
20. Firearms, weapons, alcohol or drugs are prohibited within NMCAA programming.
21. Staff, childcare partners and volunteers will notify a program supervisor, coach or manager if any of the above are violated.

I understand that any violation of this Code of Conduct may result in termination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff/collaborative center staff/consultant/ volunteer signature/date Supervisor Signature & date

*Modified Darkness to Light Sample Code of Conduct & the YMCA of the USA Code of Conduct.*

Reference HSPPS – 1302.90 (c) Standards of Conduct

5/23 EHS-HS Team\ADMIN\Procedure Manual\Licensing\NMCAA Child Development Programs Code of Conduct