CHILD ABUSE PREVENTION CODE OF CONDUCT

YMCA OF THE FOX CITIES

VOLUNTEER

A foundational commitment of the YMCA is to provide a healthy atmosphere for the growth and development of children. The YMCA of the Fox Cities has zero tolerance for abuse. To prevent child abuse within Y programs, it is critical that all volunteers understand and follow our Child Safety policies and procedures. At all times the safety and wellbeing of youth is our top priority.

Volunteers will follow all department guidelines, policies and procedures that may go above and beyond the policies outlined in this Code of Conduct.

SUPERVISION:

1. While in program, volunteers must be aware of where youth are at all times.

2. To protect YMCA of the Fox Cities staff, volunteers and participants follow the Rule of Three (one staff/volunteer and two participants or two staff/volunteers and one participant). Volunteers are not permitted to be alone with one youth. In a situation in which a volunteer is alone with a youth follow these steps to mitigate risk: volunteers space themselves in a way so others can see them, leave doors open and windows uncovered, and remain in camera view when possible.

3. Restroom Supervision: Whenever possible staff/volunteers will monitor restrooms by standing outside the door.
   Youth must ask permission prior to using the restroom.
   Youth ages 7 and younger: A staff/volunteer must accompany them to the restroom, following the rule of three.
   Youth ages 8 and older: When participating in a program within a YMCA facility, School Age or Day Camp site youth must tell supervisor before using restroom, must go with a group of three and must check in with staff/volunteer immediately upon return. No child, regardless of age, should ever use a restroom alone on a field trip.
   Camp Nan A Bo Sho the rule of three and must ask permission before going to the bathroom and check in immediately upon return.

4. Volunteers should conduct or supervise private activities with another YMCA staff or approved volunteer, including, but not limited to, diapering, putting on bathing suits, taking showers, etc. When not feasible, volunteers should be positioned so that they are visible to others.

5. Volunteers should not release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian.

INTERACTION WITH CHILDREN:

Any type of abuse will not be tolerated and will be cause for immediate dismissal.

Appropriate Physical/Verbal Interactions	Inappropriate Physical/Verbal Interactions
• Side hugs, • Shoulder-to-shoulder or "temple" hugs • Pats on the shoulder or back • Handshakes • High-fives and fist bumps • Pats on the head, when culturally appropriate • Touching hands, shoulders and arms • Arms around shoulders • Holding hands (with young children in escorting situations) • Positive reinforcement, praise and encouragement • Appropriate jokes	• Full-frontal hugs/Kisses • Showing affection in isolated areas or while one-on-one • Wrestling/Tickling/Piggyback rides • Allowing a youth to cling to a volunteer's leg • Allowing youth, older than kindergarten, to sit on an employee or volunteer's lap. • Any type of massage given by or to a youth outside of accepted and documented medical treatment • Any form of affection that is unwanted by the youth, volunteer or staff member. • Touching bottom, chest, or genital area that is outside authorized and documented personal care assistance. • Cursing, harsh language that may frighten, threaten or humiliate youth. • Derogatory remarks including remarks about youth or their family. • Oversharing about personal life Compliments relating to physique or body development

1. Volunteers shall not abuse children in any way, including, but not limited to:
   - **Physical abuse –** hitting, spanking, shaking, slapping
   - **Verbal abuse –** degrading, threatening, cursing
   - **Sexual abuse –** inappropriate touching, exposing oneself, sexually oriented conversations
   - **Mental abuse –** shaming, humiliation, cruelty
   - **Neglect** – withholding food, water, basic care, etc.
2. Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Volunteers will have age appropriate expectations and create guidelines and environments that minimize the need for discipline. Physical restraint is used only when necessary to protect the child or other children from harm and must be documented in writing on an incident report.
3. Volunteers must respond to children with respect and treat all children equally regardless of sex, race, religion and/or culture. Volunteers must portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
4. The YMCA will not tolerate the mistreatment or abuse of one youth to another, including bullying. Volunteers will take steps needed to eliminate such behavior.
5. Volunteers may not be with children they meet or become acquainted with, as a volunteer of the YMCA of the Fox Cities, outside of the YMCA. Any exceptions require completion of the Unsanctioned Off Site Contact Activity Waiver before the activity and are subject to administrator approval.
6. Volunteers are not to transport children in their own vehicles, except in emergency situations, which must be documented.
7. Volunteers may not date program participants under the age of 18.
8. Profanity, inappropriate jokes, intimate displays of affection toward other staff/volunteers and sharing intimate details of one's personal life in the presence of children or parents is prohibited.
9. Volunteers must follow the YMCA of the Fox Cities Electronics/Cell Phone policy when supervising and communicating with youth.
10. Volunteers may not have secrets with youth and will follow the YMCA's gift giving policy.
11. Volunteers may not access, display, produce, possess or distribute pornography on YMCA property or equipment.
12. Volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable and allow children the right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
13. All information regarding participants is confidential. Volunteers may not disclose information to anyone other than a parent/guardian (unless parental/guardian consent is given) nor can any information regarding a participant be removed from the program setting.
14. Using, possessing or being under the influence of alcohol or illegal drugs during volunteer hours is prohibited.
15. Smoking or use of tobacco, vaping products, nicotine products in the presence of children or parents during work hours is prohibited.

RESPONDING:

Volunteers will:

a. Know and follow organization policies and procedures that protect youth against abuse.

b. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.

c. Understand that if they suspect abuse they must report it to their supervisor.

d. Cooperate to the fullest extent possible in any external investigation by authorities or internal investigation conducted by the YMCA of the Fox Cities or persons given investigative authority by the YMCA. Failure to cooperate fully may be grounds for termination.

e. Recognize violations of this Code of Conduct and red flag behaviors, and report violations or concerns to your supervisor, Executive Director, Human Resource Director or Leadership Staff.

For more information regarding the YMCA of the Fox Cities Child Safety and Protection Policies and Procedures please visit Child Safety - YMCA of the Fox Cities

I agree to abide by the Child Abuse Code of Conduct:

Volunteer Signature:_____ **Date:**_____