

## Staff Code of Conduct for Youth Protection

1. A staff member will never be alone with a child where they are unobservable by others.
2. Staff shall never leave a child unsupervised.
3. Staff will ensure that restrooms are not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. No child, regardless of age, should ever enter a bathroom alone.
4. Staff will always use positive techniques of behavior management and never resort to physical or emotional forms of discipline.
5. Staff will always provide for the basic needs of youth; never withholding food or water.
6. Staff will treat all children equally, with respect and consideration.
7. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
8. Staff will never transport children in their own vehicles.
9. Staff will not access adult-oriented Internet sites nor will they send e-mail messages, or develop online relationships with youth.
10. Staff will not use profanity, inappropriate jokes, or share intimate information with children, parents, volunteers, or other staff.
11. Staff may not be alone with children they meet in programs outside the program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.
12. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health.
13. Staff will provide a positive example for youth at all times.
14. Staff should not share gifts with individual participants.
15. Staff may not date program participants.
16. Staff will never release children to anyone other than the authorized guardian.
17. Staff must report any violation of this Code of Conduct to their supervisor.
18. Staff must read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject.
19. Staff will act in a caring, honest, respectful, and responsible manner.

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

---

Employee or volunteer signature

---

Date

---

Supervisor signature

---

Date