

## **CODE OF CONDUCT**

### **YMCA OF YOUNGSTOWN STAFF AND VOLUNTEERS**

#### **1. No Inappropriate Touch**

- a. Never touch a child around their genitals, breasts or other private areas (as a general rule—anywhere where a bathing suit covers, do not touch).
- b. Do not allow tickling, wrestling, piggy back rides, lap sitting, or face-to-face hugs between adult staff and children. Instead we can use side hugs, high fives or other similar physical gestures to show affection.
- c. Some seemingly appropriate touches can still be inappropriate. For example, a lingering touch on the wrist or arm on the shoulder can make a child uncomfortable and advance an abusers plan. If you find yourself unsure about a touch, ask yourself “does the touch benefit the child or the adult?”
- d. For babies and toddlers who need diapering—the protocol is to diaper the child within sight of another staff member. If no staff is available, then diapering should be done in an open area where it is clearly observable by others.

#### **2. No Alone Time**

- a. No alone time with children that can't be observed by fellow staff members or volunteers.
- b. If you need a one-on-one conversation with a child, our solution is “Private talk. Public view.” The conversation must be observable and reportable.
- c. Use “Rule of 3” minimum when taking kids to the bathroom (ex 1 adult can take two kids, or two adults can take one kid)

#### **3. No Favoritism**

- a. Staff and volunteers giving gifts to individual children is an example of inappropriate favoritism. If gifts are bought for kids in our programs—like candy, treats, sodas and such—we need to make sure there are enough gifts for everyone.
- b. It is inappropriate when a child or a group of children is singled out with praise and attention, or when staff have secrets with youths.

#### **4. No Outside Contact**

- a. No driving children home, sleep overs, inviting children to your house, babysitting, or online contact with children at our organization through social media, email, or cell phones. All electronic communication must be transparent.
- b. If you have a previous relationship with a child, independent of your work or volunteering position, any exceptions require written explanation before the fact and are subject to administration approval.

#### **5. No Inappropriate Language**

- a. Do not use profane, sexualized language around youth.
- b. Avoid discussing parties you've attended, your personal dating experiences, or other adult information that would be inappropriate to discuss around youth.

Staff and volunteers will report concerns, complaints, or rule breaking from other staff, volunteers, adults or youth to your supervisor, or your supervisor's boss.

I understand that the Y cooperates fully with the authorities to investigate all cases of alleged abuse. As a staff or volunteer, I will cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the YMCA or persons given investigative authority by the YMCA. Failure to cooperate fully may be grounds for termination.

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

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Print Name

Signature

Date

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Print Name Supervisor

Signature

Date