



**YMCA of Greater Richmond  
2 W. Franklin Street  
Richmond, VA 23220  
804.649.9622**

## **Child Protection Code of Conduct**

**I understand that any violation of this Code of Conduct may result in discipline, up to and including termination. I also understand that this list is not exhaustive and other forms of misconduct may result in discipline. In fact, my relationship with the Y is at will and can be terminated by either party at any time for any or no reason.**

1. In order to protect Y staff and program participants, at no time during a Y program may a staff member 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.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure that 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. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible with other staff.
4. Staff should conduct or supervise private activities in pairs: diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so they are visible to other.
5. Staff shall not abuse children. The following may be example of abuse:
  - Physical abuse – strike, spank, shake, slap.
  - Verbal abuse – humiliate, degrade, threaten, yelling.
  - Sexual abuse – inappropriate touch or verbal exchange.
  - Mental abuse – shaming, withholding love, cruelty.
  - Neglect – withholding food, water, basic care, etc.

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

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 on in pre-determined situations (necessary to protect the child or other children from harm). And is only administered in the prescribed manner and must be documented in writing.
7. Staff will observe the health of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed with the parent or child in a non-threatening



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way. Any questionable marks or responses will be documented and given to the program director.

8. Staff will respond to parents, children and each other with respect and consideration and treat all children equally regardless of sex, race, religion, disability, color, national origin or any other characteristic protected by federal, state or local law.
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 on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards other in the presence of children, parents and staff.
11. Staff must appear clean, neat, and appropriately attired.
12. Using, possessing, selling, dispensing, offering, manufacturing or being under the influence of alcohol or illegal drugs on or in Y premises, vehicles, worksites or time is prohibited. Weapons of any kind on Y property or at Y events are prohibited.
13. Smoking or using tobacco in the presence of children or parents during work hours is prohibited.
14. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment are prohibited.
15. Staff will portray a positive role model for you.
16. Staff are prohibited from being alone with children outside of Y activities when their other relationship with the children or family is through the Y. Any exceptions require a written request from the parent/guardian before the face and are subject to administrator approval.
17. Staff are not to transport children in their own personal vehicles except in cases of emergency and with the approval of administration.
18. Staff are required to read and sign all policies related to identifying documenting, and report child abuse and will attend training on the subject as instructed by a supervisor.
19. Staff will act in a caring, honest, respectful, and responsible manner.

**I hereby acknowledge that I have read and understand and agree to abide by the above statements.**