

## Child Abuse Prevention Code of Conduct

It is important to understand what is considered as Appropriate Behavior versus inappropriate and prohibited behavior while working or volunteering at \_\_\_\_\_. Sometimes the best intentions can be misunderstood and/or interpreted. In order to protect staff, volunteers and program participants, \_\_\_\_\_ has instituted this Code of Conduct Policy when working with children.

### The following actions are considered to be appropriate:

- Praise, encouragement, acknowledgement
- Rewards available to all who achieve
- Asking permission to touch for necessary purposes
- Pats on back or shoulder
- Side hugs
- Handshakes and high fives
- Warmth and kindness
- Public social media alerts to groups of kids and parents

Staff will portray a positive role model for youth by maintaining an attitude of respect, patience, courtesy, tact and maturity.

### The following actions are always prohibited:

- Being alone with a single child where they cannot be observed by others.
- Any physical contact with children unless in an emergency or swim lesson requires you to do so. If this is necessary, then explain to the child what you intend to do before initiating the contact. If a child initiates physical contact such as approaching you for a hug, deflect them if possible and offer a handshake or side hug instead.
- Transporting children in staff or volunteer personal vehicles.
- Being alone with children they meet at pool/swim club outside of pool/club activities. This includes babysitting, sleepovers or inviting children to your home. Any exceptions require written explanation before the fact and are subject to supervisor approval.
- Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
- Using, possessing, or being under the influence of alcohol or drugs during working hours is prohibited.
- Not respecting children's rights to not be touched in ways that make them feel uncomfortable and their right to say no.

Staff will portray a positive role model for youth by maintaining an attitude of respect, patience, courtesy, tact and maturity.



**Inappropriate and prohibited interactions include:**

- Isolated, one-on-one interactions
- Risque jokes
- Profanity
- Favoritism
- Giving gifts to individual children
- Frontal hugging
- Photographing individual children
- Contact outside of program activities
- Exchanging personal email or phone numbers
- Private interactions through social media, computer or handheld devices

**Harmful and prohibited interactions include:**

- Patting buttocks
- Actions or speech that humiliates, threatens, ridicules, degrades, or frightens
- Corporal punishment of any kind
- Touching of personal areas – face, mouth, legs, breasts, stomach, genitals
- Intimate, romantic, or sexual conduct
- Showing pornography or involving youth in pornography

If you witness, suspect or a child tells you something that leads you to suspect that they are being abused; you are obliged to report it to your supervisor and proper legal authorities including Child Services, Sheriff's Department, or Local Police Department.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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