

**MARION FAMILY YMCA
CHILD PROTECTION POLICY / CODE OF CONDUCT**

Throughout this policy, staff refers to both paid staff and volunteers.

The Marion Family YMCA holds at utmost importance the safety and well-being of all children with whom we come into contact. This policy is adopted to first and foremost protect children and also to protect our staff, volunteers and the Association.

1. A staff member may not be alone with a child in an area or location where they cannot be observed by others.
2. Staff shall not leave a child unsupervised while the child is enrolled in and attending an organized YMCA program.
3. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
4. Staff shall not physically, verbally, sexually, or mentally abuse or neglect children. Any type of abuse will not be tolerated and will be cause for immediate dismissal and possible criminal action.
5. Staff shall 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 only in predetermined situations (necessary to protect the child or other children from harm), and is only administered in a prescribed manner and must be documented in writing, with a copy to parent/guardian.
6. Staff shall observe children on a daily basis as they enter the program. Any questionable remarks or responses will be documented and immediately reported to the program supervisor.
7. Staff shall respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, disability or culture.
8. Staff will not touch children inappropriately or in ways that make children feel uncomfortable.
9. Staff will refrain from intimate displays of affection in the presence of children, parents, and staff.
10. Staff must appear clean, neat, and appropriately attired.
11. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
12. Possessing a firearm or weapon of any kind during work hours is prohibited. Unless otherwise authorized by law and except as provided below, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under his control, convey, or attempt to convey a deadly handgun, dangerous ordnance, or other deadly weapon onto these premises. This includes, but is not limited to, all employees, members, and guests. A person who has been issued a valid concealed handgun license may transport and store a firearm and ammunition inside the person's privately owned motor vehicle if that vehicle is legally parked in the YMCA parking area and if one of following applies: (1) the person is physically present inside the motor vehicle, or (2) each

firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle.

13. Staff must be physically and psychologically able to perform their duties.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff will portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
17. Staff may not be alone with children they meet at YMCA programs, outside of the YMCA. This includes, but is not limited to babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact, a written parent waiver, and are subject to Executive Director approval.
18. Staff are not to transport children enrolled in YMCA programs in staff's personal vehicles.
19. Adult staff (age 18 and older) may not date program participants or other staff under the age of 18 years.
20. In child care, day camp, resident camp, babysitting and day long programs, staff shall not release children to anyone other than the custodial parent or guardian, or other person authorized by the custodial parent or guardian.
21. Staff members are required to read and sign all YMCA policies related to identifying, documenting, and reporting child abuse.
22. Staff who break these policies, or are aware of any above policies being broken by another staff member, should immediately report the circumstances and details to their supervisor. This includes circumstances beyond the staff person's control that dictate for the best interest of a child(ren) the breaking of one of the above policies.
23. Staff should report any suspicious or inappropriate behavior by adults or youth to their immediate supervisor. If an immediate supervisor isn't available, a report should be made to the Director or Relationship Manager on duty. If no staff members is available to which to make a report, this can't delay reporting any suspected abuse to Marion County Children Services or in the case of an immediate threat to a child, to Marion City Police or other law enforcement agencies.

I understand that any violation of the Child Protection Policy may result in termination.

Staff/Volunteer Signature

Supervisor Signature

Date

Approved by Board of Directors: July 25, 2011; Updated 2.27.17; Updated 11.26.18.