



## **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 the \_\_\_\_\_.

Sometimes the best intentions can be misunderstood and/or interpreted. In order to protect staff, volunteers and program participants, the \_\_\_\_\_ 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 when a 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 initiated 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 the swim club outside of swim 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.

Inappropriate and Prohibited Interactions:

- Isolated, one on one interactions
- Risqué jokes
- Profanity
- Favoritism
- Gift giving to individual children
- Frontal hugging
- Photographing individual children
- Contact outside of program activities without parent permission
- Exchanging personal email or phone numbers
- Private interactions through social media, computer or handheld devices

Harmful and Prohibited Interactions:

- Patting buttocks
- Action 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 something a child tells you 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, Sherriff's Department, or Local Police Department.

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

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Employee Signature

Date:

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Supervisor Signature

Date: