**[CLUB NAME]**

**STAFF & VOLUNTEER CODE OF CONDUCT**

1. In order to protect staff, volunteers, and program participants – at no time during an organizational program may a staff member or volunteer be alone with a single youth where they cannot be observed by others. As staff supervise youth, they should space themselves in a way that ensures they are clearly visible to other staff. Volunteers should never be responsible for supervising youth without a staff member present.
   1. The Rule of Three or More should always be observed.
      1. One staff and two youth or more.
      2. One staff, one volunteer, and a youth or more.
      3. Two staff and one youth or more.
2. Staff and volunteers shall never leave a youth unsupervised.
3. Restroom supervision:
   1. Staff and volunteers will inspect the restroom to ensure it is not occupied by suspicious or unknown individuals before allowing youth to use the facilities.
   2. Staff and volunteers will ensure that youth are with an adult staff member and proceed in groups of three or more when using the bathroom.
   3. Either ‘line of sight’ or ‘line of sound’ supervision must be maintained while youth are using the facilities.
   4. Staff and volunteers will ensure that no youth, regardless of age, enters a bathroom alone on a field trip.
   5. If staff or volunteers are assisting younger youth, doors to the facility must remain open.
   6. All of the above is in accordance with our Bathroom Policy.
4. Staff and volunteers 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 clearly visible to others.
5. Staff and volunteers shall not abuse youth. Any type of abuse will not be tolerated and may be cause for immediate dismissal, the filing of criminal charges, or other disciplinary action. Abuse includes but is not limited to:
   1. physical abuse – striking, spanking, shaking, slaping;
   2. verbal abuse – humiliating, degrading, threatening;
   3. sexual abuse – inappropriate touching or inappropriate verbal exchanges;
   4. mental abuse – shaming, withholding love, cruelty;
   5. neglect – withholding food, water, basic care, etc.
   6. All of the above is in accordance with out Child Abuse Prevention Policy.
6. Staff and volunteers 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.
   1. Physical restraint is used only in pre-determined situations (necessary to protect the youth or other youth from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each youth, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the guardian or youth in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff and volunteers are considerate, respond to youth with respect and treat all youth equally regardless of sex, race, religion, culture, or gender
9. Staff and volunteers will refrain from intimate displays of affection towards each other at the [Club Name] for any reason.
10. Staff and volunteers must appear clean, neat, and in accordance to dress code standards.
11. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. This is in accordance with our Drug Free Workplace Policy.
12. Use of tobacco at [Club Name] is prohibited.
13. Profanity, inappropriate jokes, sharing intimate details of one’s personnel life, and any kind of harassment in the presence of youth or parents is prohibited.
14. Staff and volunteers must serve as positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff and volunteers may not be alone with youth they meet in the organization’s programs outside of the organization. This includes babysitting, sleepovers, and inviting youth to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval. All pre-existing relationships with youth at the Club must be disclosed on the Relationship Disclosure Form.
16. Staff and volunteers are not to transport youth in their own vehicles except in cases of emergency or with express written approval from the Club director.
17. Staff and volunteers may not date program participants..
18. Under no circumstance should staff or volunteers release youth to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. When in doubt staff will ask to see ID when picking up youth.
19. Staff and volunteers are required to read and sign all policies related to identifying, documenting, and reporting youth abuse and attend trainings on the subject, as instructed by a supervisor.

Staff/Volunteer Name:

Staff/Volunteer Signature: Date

Supervisor Signature: Date