



- | | |
|---|--|
| <ol style="list-style-type: none"> 1. In order to protect BGCKC staff, volunteers, and members – at no time during a BGCKC program may a staff person 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 ensure: <ul style="list-style-type: none"> • The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. • Children are with an adult staff member and proceed either 1 at a time or in groups of three or more when using the bathroom. • Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities. • No child, regardless of age, enters a bathroom alone on a field trip. • If staff are assisting younger children, doors to the facility must remain open. 4. Staff should conduct or supervise private activities in pairs - putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. 5. Staff shall not abuse children including: <ul style="list-style-type: none"> • physical abuse – strike, push, spank, shake, slap; • verbal abuse – humiliate, degrade, threaten; • sexual abuse – inappropriate touch, professional boundary crossing, or verbal exchange; • mental abuse – shaming, withholding love, cruelty; • neglect – withholding food, water, basic care, etc. <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> 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 only in emergency 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 child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented and reported to CPS. 8. Staff respond to children with respect and consideration and treat all children equally regardless of gender, sexual orientation, race, religion, or culture. | <ol style="list-style-type: none"> 9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit. 10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. 11. While BGCKC does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by BGCKC. 12. Staff must appear clean, neat, and in the appropriate club branded attire and identification (badge, lanyard, etc). 13. Using, possessing, or being under the influence of alcohol or drugs during working hours is prohibited. 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 personnel life, and any kind of harassment in the presence of children or parents is prohibited. 16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental safety. If in doubt, an expert should be consulted. 17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. 18. Staff may not be alone with children they meet in BGCKC programs outside of BGCKC. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation, liability waiver before the fact and are subject to approval by BGCKC's CHRO. 19. Staff may not have personal communications with members in any format. Examples of prohibited contact include but are not limited to becoming friends or posting photos of members on social media accounts, text messages, email, or sharing personal phone numbers. 20. Staff are not to transport any member in their own vehicles. 21. Staff may not date any club member or members of their family. 22. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file in the member's Dash profile). 23. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor. |
|---|--|

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

Employee Signature

Supervisor Signature

Date