



Kettle Moraine YMCA Volunteer Code of Conduct

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a volunteer be alone with a single child where he or she cannot be observed by others. As volunteers supervise children, they should space themselves in such a way that they are visible to others.
2. Volunteers shall never leave a child unsupervised.
3. Rest-room supervision: Volunteers must make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteers must stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff or a volunteer.
4. Volunteers should conduct or supervise private activities in pairs-diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, volunteers must be positioned so that they are visible to others.
5. Volunteers shall not abuse children in any way, including
 - physical abuse - - striking, spanking, shaking, slapping, and so on;
 - verbal abuse - - humiliating, degrading, threatening, and so on;
 - sexual abuse - - touching or speaking inappropriately;
 - mental abuse - - shaming, withholding kindness, being cruel, and so on;
 - neglect - - withholding food, water, or basic care.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Volunteers 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 (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Volunteers will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff will document any questionable marks or responses.
8. Volunteers must respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.

9. Volunteers must respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Volunteers will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Volunteers are not to transport children in their own vehicles *during paid time*.
Volunteers may only transport children before or after work with the expressed written consent of the parent on file at the YMCA and subsequent Executive Director Approval.
12. Volunteers must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal 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. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Volunteers may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Volunteers will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Volunteers should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Volunteers may not date program participants who are under the age of 18.
23. While the YMCA 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 the YMCA.
24. Under no circumstances should volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian *for all licensed child care programs* (written parent authorization on file with the YMCA). *For all other programs it is the parent's responsibility to bring their child safely to the program and promptly pick their child up. For all aquatics programs parents should come into the locker room with their child.*

25. Volunteers 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.
26. Volunteers are to report any allegations of child abuse to the program director or supervisor, who will review incident with the executive director.
27. The YMCA will make a report to the state or local child abuse agency and will cooperate to the extent of the law with any legal authority involved. In the event the reported incident involves a program volunteer, employed staff, or YMCA member, the executive director will immediately suspend the volunteer or staff person from the YMCA until an investigation is complete.
28. The parents or legal guardian of the child/children involved in the alleged incident will be promptly notified with the directions of the state or local agency. The YMCA's responsibility is to keep the names and contact information of those involved strictly confidential. People may learn that information some other way, such as through other children, but YMCA staff and volunteers should not provide it.
29. Reinstatement of the volunteer will occur only after all allegations have been cleared to the satisfaction of the executive director.
30. ALL YMCA volunteers must be sensitive to the need for confidentiality in the handling of this information and should discuss the incident only with the executive director.
31. Volunteers are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
32. Volunteers will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

Kettle Moraine YMCA
Volunteer Code of Conduct

All YMCA volunteers must read and sign this form (Volunteer Code of Conduct).

I understand that any violation of this Code of Conduct may result in termination as a volunteer for the Kettle Moraine YMCA.

Volunteer signature

Date