

Y CODE OF CONDUCT

"Staff" refers to employees and volunteers of The Family YMCA: staff, instructors, board members, coaches, assistants, instructor aides, substitutes and volunteers. "Participants" refers to all members, program participants, community service workers, non-Y maintenance and construction workers, guests and visitors.

1. Staff will interact with participants and other staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation. The Family Y is an equal opportunity employer and supervisors will not discriminate when hiring staff.
2. Staff will portray a positive role model and act in a caring, honest, respectful and responsible manner, maintaining an attitude of patience, courtesy, tact and maturity.
3. While the Y does not discriminate against an individual's lifestyle, it does require that staff abide by the standards of conduct set forth by the Y in the performance of their job
4. Staff will appear clean, neat, and appropriately attired.
5. Staff will report to work on time as scheduled or notify supervisor.
6. Staff will properly record hours worked and turn in time sheets when due.
7. Staff will not falsify any Y records.
8. Staff will carry out job assignments and follow supervisors' instructions.
9. Staff must be free of physical and psychological conditions that might adversely affect participants' physical or mental health.
10. Staff will not discuss confidential matters with anyone outside of the Y or with unauthorized employees. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.
11. Staff will not gossip in the work place.
12. Staff will not carry weapons on Y property or into Y programs.
13. Staff will not steal, or attempt to steal Y, members, participants, or staff property.
14. Staff will not intentionally destroy Y property or property where Y programs are held, or advocate or participate in unlawful seizure of Y property or property where Y programs are held.
15. Staff will not be on Y property during closed hours without authorization from the executive director
16. Staff will not use the Internet inappropriately.
17. Staff will notify the Y of a conviction or arrest.
18. Staff will not use profanity, abusive language; tell inappropriate jokes, or share intimate details of personal life in front of members, participants or other staff.
19. Staff will not smoke or use tobacco in the presence of participants. Smoking in and around the Y facility and programs is prohibited.
20. Never report to work under the influence of alcohol, intoxicants or drugs. The possession, use, manufacturing, or distribution of illegal drugs, alcohol and/or prescription drugs within the programs, activities and premises of The Family Y, and other facilities where Y programs are held is prohibited. Off-the-job illegal drug activity, as described above, or alcohol abuse, including illegal alcohol use, will not be tolerated.

21. Staff will refrain from intimate displays of affection towards others during working hours.
22. Staff will not engage in sexual, religious, racial, ethnic, or any other kind of harassment towards members, participants, or other staff.
23. Staff will not abuse participants or other staff in any of the following manners: physical abuse - striking, spanking, shaking, slapping; verbal abuse - humiliating, degrading, threatening; sexual abuse - inappropriate touching or verbal exchange, molestation, indecent exposure; mental abuse - shaming, withholding love, cruelty; neglect - withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
24. Staff will respect participants' rights not to be touched in ways that make them feel uncomfortable. Other than diapering, staff will not touch areas of participants' bodies that would be covered by a bathing suit.
25. Staff will read and sign all policies related to preventing, identifying, documenting, and reporting child abuse, and attend training as instructed by a supervisor
26. Staff ages 18 and over will not date participants ages 17 and under.
27. Staff will not transport participants ages 17 and under in their own vehicles.
28. Staff ages 18 and over will not be alone with participants ages 17 and under outside of the Y. This includes babysitting, sleepovers, and inviting youth to staff's home. Staff ages 17 and under will not be alone with participants ages 12 and under outside of the Y. Any exceptions require a written explanation before the fact and are subject to administrative approval.
29. Staff will never leave participants ages 12 and under unsupervised
30. At no time during a Y program will Y staff age 18 and over be alone with a participant age 17 and under. At no time will any Y staff be alone with a participant 12 and under.
31. If working with children, staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition and comparison. Staff will have age-appropriate expectations and set up or follow guidelines that minimize the need for confrontation or discipline. Physical restraint is used only in pre-determined situations (i.e. necessary to protect someone from harm) and must be documented in writing.
32. If working with children, staff will conduct a health check of each participant each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the participant or the participant's parent/guardian in a non-threatening manner. Any questionable marks or responses will be documented.
33. If working with children, staff will not release youth ages 12 and under to anyone other than an authorized individual on file with the Y.
34. If working with children, staff will conduct or supervise private activities for participants, such as diapering, putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff will be positioned so they are visible to others.

I understand the above list is illustrative of the type of conduct that is expected, but not inclusive of all conduct that is not tolerated. The Employee Handbook provides further guidance of rules and regulations. I understand that any violation of this Code of Conduct may result in termination.

Employee Signature Date

If under 18, parent/guardian signature Date

CHILD ABUSE REPORTING PROCEDURES

The Family YMCA advocates a guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self discipline. At no time will the following disciplinary techniques be tolerated: striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, Y staff need to be sensitive to each persons needs (i.e., not everyone wants to be hugged). The Y encourages age appropriate touch that helps children develop feelings of trust, security and self esteem; however, at the same time it prohibits inappropriate touching initiated by an adult for the adult's gratification or any other means of sexually exploiting children.

In the event there is an accusation of child abuse, the Y will take prompt and immediate action:

1. The Y is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation between adult and children, and must report to parents or guardian child-to-child abuse and follow parent's desires on follow up action, which may include notifying local authorities. If abuse is reported to staff, or probable cause for abuse is discerned, staff will **immediately** notify the program director and document all circumstances involved on an incident report. If the program director is not available, staff will notify an appropriate administrator. The program director (or administrator) will then review the incident with the executive director. This review cannot in any way deter the reporting of child abuse by the mandated reporters. We must report suspected abuse immediately. Only the Executive Director may speak to media.
2. The Y will file a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
3. In the event the reported incident(s) involve staff, the executive director will, without exception, suspend the staff member(s) from the Y. Follow-up actions will be noted in the employee's personnel file.
4. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with directions of the relevant state or local agency.
5. The incident or alleged offense will be considered job-related whether or not it takes place on YMCA property or during a program because of the youth-involved nature of the Y.
6. Reinstatement of the staff member will occur only after all allegations have been cleared to the satisfaction of the program director (or administrator), and executive director.
7. Y staff must be sensitive to the need for confidentiality in handling information and should only discuss the incident with the program director (or administrator), and executive director.
8. All staff must read and sign this policy.

Signature

Date

PARENT INFORMATION ABOUT THE FAMILY YMCA
CHILD ABUSE PREVENTION POLICIES

In order to help protect children from the possibility of abuse, The Family YMCA has adopted the following policies:

1. The Y performs a criminal record background check on all staff (volunteer and salaried) that work, or could have the opportunity to work with children.
2. The Y trains **all** staff in child abuse prevention.
3. Registered and/or convicted sex offenders are not allowed employment, membership, participation in programs, entry onto Y property, or to loiter in the vicinity of programs and activities.
4. The Y executive director or her designee will check monthly the New Mexico Registered Sex Offenders list maintained by the New Mexico Department of Public Safety and will report any new registrants who live in Los Alamos County to Y staff.
5. Parent/guardian sign-in and sign-out procedures are required for all participants ages 12 and under.
6. All participants will be required to show photo identification the first time they register for a program. Verification of participants will be annotated in the Y's computer system.
7. All staff must wear an ID provided by the Y.
8. All staff and participants entering the facility must scan a membership card, wear a staff badge, or sign in and out at the front desk. Parent/ guardian may sign in for youth ages 12 and under.
9. Program directors or WCRs must have parents/guardians of participants ages 12 and under read and sign the "Parent Statement of Understanding" form, to be returned and filed with the child's records.
10. Staff can only release participants ages 12 and under to people authorized by the parent/guardian.
11. Parent/guardians are encouraged to observe their children during Y programs and to visit programs unannounced at any time. Some instructors may require a parent/guardian of participants ages 12 and under to be present during the class or activity, and may set an observation boundary in order to maintain a teaching atmosphere.
12. Staff is prohibited from one-on-one contact with program participants. If this cannot be avoided (i.e., a parent late picking up a child), the staff member and participant will move to an open and public view.
13. Contact outside of Y programs is not allowed between staff and participants under the age of 18 unless a Parent Release Liability is filed at the Y.
14. The Y will not release a child to an authorized person whose judgment appears to be impaired. If the authorized person removes the child from the program, the Y will notify Los Alamos Police Department.
15. Under New Mexico state law, all suspected child abuse must be reported.

PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to The Family YMCA. Please keep and refer to your copy of YMCA Program Policies. Your signature below indicates that you have received them.

I understand that YMCA staff is not allowed to baby-sit or transport children outside of the YMCA program. The YMCA will take immediate disciplinary action for violations.

I understand that I am not to leave my young child(ren) at the YMCA or program site unless a YMCA staff member is there to receive and supervise my child.

I understand that YMCA staff is required to ask for photo identification until they learn who is authorized to pick up my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Authorized individuals must either be listed with the YMCA or arrangements must be made by calling the YMCA to inform them of a change.

I understand that if a person who appears to be under the influence of drugs or alcohol arrives to pick up my child, staff may have no recourse but to contact the police for the child's safety.

I understand that the YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received a copy of the YMCA Handbook or Information Sheet/Parent Policies and Procedures. I understand the statements above.

Parent/Guardian Signature

Date

COPY OF STATEMENT TO BE FILED WITH CHILD'S RECORDS.

**YMCA SERVICES CORPORATION
WALKING PERMISSION FORM**

Child's Name _____

I do hereby give permission for _____ to arrive/leave the
(Child)

_____ Y on his/her own, or to be left at the drop off
(Branch Name)

location, without a parent/guardian picking him/her up and signing for the child. He/she will be signing him/herself out and thus releasing the Y's liability of supervision once they have signed out. The child must be at least 11 years old. An older child is NOT allowed to take a child under 10 away from the Y unless there is a separate form completed for the younger child specifically indicating that this child will be chaperoned home by the specified older child and this older child MUST be a sibling.

Children will not be released to leave on their own unless this form has been completed by a parent/guardian. This form should be completed in front of a Y staff person. If the parent does not complete this form in the presence of a Y staff person, a follow-up call will be made by the Y to confirm the intent of the parents/guardian.

In signing this form, I do hereby agree to hold free from any and all liability the _____
_____ Y and its respective officers, employees, volunteers, and members, and do hereby for myself, my heirs, executors and administrators, waive and release and forever discharge any and all rights and claims for damages which I may have hereafter accrued to me arising out of or in connection with my child's participation in any of the activities of the _____ Y.

Parent/Guardian's printed name

Parent/Guardian's signature

Home Phone number

Date

Other phone numbers to contact parent/guardian (please identify)

Y staff verifier's signature

Date of verification

**PARENTAL CONSENT FOR CHILD ACTIVITY OUTSIDE COURSE
AND SCOPE OF THE FAMILY YMCA PROGRAM AND RELEASE
OF WAIVER AND LIABILITY THEREON**

It is desired by the undersigned, as parents of _____
(NAME OF CHILD)

that _____ provide services and activities in the nature of
(NAME- OF EMPLOYEE)

(TYPE OF SERVICE OR ACTIVITY)

on behalf of my child. It is completely understood by the undersigned that these are not services provided or sponsored by The Family Y and all branches thereof (hereinafter "Y") and that the provision of such services and activities are therefore outside the course and scope of the employment of _____ with the Y. However, because I am desirous of using
(NAME OF EMPLOYEE)

such employee on his outside time for these services, I completely understand that the Y is not responsible for undertaking or providing background checks or supervision of such employee relative to these services and activities on behalf of my child.

On my behalf and that of my child, I hereby RELEASE, WAIVE, DISCHARGE, and COVENANT NOT TO SUE the Y and all branches thereof, its officers, employees and agents from all liability to the undersigned and my child, and any claims or demands therefore on account of injury or death to my child or damage to property, whether caused by the negligence of this Y employee or otherwise, regardless of the location of such accident, incident, or act giving rise to such injury, death or damage.

I HAVE READ AND VOLUNTARILY SIGNED THIS RELEASE AND WAIVER OF LIABILITY AND FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE

DATE SIGNATURE OF PARENT

I understand that any such services or activities that I provide for the above-referenced child are not related or otherwise a part of my employment duties and responsibilities with the Y and that I have undertaken such services and activities on my own behalf and agree to defend, indemnify and save and hold harmless the Y from any loss, liability, damage, or cost they may incur due to such services and activities.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE

DATE SIGNATURE OF EMPLOYEE

As Branch Executive Director of the Y of _____, I agree to allow the above-referenced employee to perform such services and activities on behalf of this child with the understanding by both the employee and parent of the child that such services and activities are not related to his or her employment with the Y.

DATE EXECUTIVE DIRECTOR