



Parents-For Your Review

YMCA of Central Ohio's Employee Code of Conduct Related to the Interactions Between YMCA Staff and Program Participants, Members and Volunteers

The YMCA of Central Ohio is committed to keeping its program participants, members, volunteers, staff and the community safe. We feel that it is important to share with you the expectations that we have of our staff regarding their interactions with program participants, members, volunteers, fellow staff, and the community.

The following information is important for you to know about our staff:

- By Ohio law, all of our employees are MANDATED REPORTERS of any suspected abuse or neglect of a child to the proper authorities i.e., Franklin / Delaware / Pickaway / Logan County Children's Services.
- During YMCA programs, staff should never be left alone with a single child, out of sight or unobserved by other YMCA staff or persons.
- When working in, or utilizing a YMCA facility or program, staff are expected to portray a positive role model by maintaining an attitude of caring, honesty, respect and responsibility.
- Staff are to refrain from the use of language, physical conduct or behavior which is sexually suggestive, harassing, intimidating or offensive to program participants, members, fellow employees, volunteers or other participants in YMCA programs or activities. Examples include sexual innuendoes, put downs or phrases that could be construed as profane.
- Staff are expected to treat persons of all races, religions, and cultures with respect and consideration.
- When working with children, the following, under appropriate conditions, may be permissible forms of non-verbal communication:

Children Over Age Six:

- Hand to shoulder contact
- Side by side hugs
- Rustling of hair and pats on the head
- "High Fives"
- "Slap me Fives"
- Handshakes
- Eye Contact
- Smiles

Children Under Age Six

- Same as children over age six
- A child may be hugged or permitted to sit on an employee's lap only to meet the children's needs for comfort and security, necessary for healthy emotional growth.

- The YMCA is not responsible for, and discourages staff from providing paid care and custody for a YMCA participant, under 18, outside of a YMCA program.
- Physical restraint (staff confining a child by holding the child appropriately) is only to be used in situations where a child puts himself/herself or others in danger and must be documented in writing.
- Staff should use positive techniques of child guidance, including redirection, anticipation and elimination of potential problems, and encouragement, rather than competition, comparison or criticism.
- Staff may not touch children on areas of their bodies that would be covered by a swimming suit except when diapering, changing clothes, giving medical treatment or washing a child off as appropriate to their job function, or in programs requiring appropriate spotting or manual instructional support (such as gymnastics and swim instruction.)
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Staff should not accept gratuities from participants; if staff are given a gift from a member/participant/volunteer, staff should notify their supervisor so that s/he can help you determine if it is of substantial value. Gifts that are considered to be of substantial value cannot be accepted.
- Parental permission must be given to take photos of YMCA participants. The use of personal cell phones to photograph YMCA participants is prohibited. Staff may not use photographs taken at YMCA programs and/or of YMCA participants for purposes other than those directly related to the program or to the YMCA.
- If staff chooses to post a personal website, or to participate in web-groups, chat rooms or blogs, the following guidelines must be followed:

The use of photos, logos or images of the YMCA or its programs is prohibited. If staff use the YMCA's name (including names of camps or other programs) in any such communication, staff should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission.

Personal website should be marked "private," so that only people that staff have invited may access your page. *Staff are prohibited from inviting YMCA youth (campers, program participants, members, etc. under the age of 18) to access their website.*

If you observe any inappropriate behavior, or violations of the Code of Conduct, you should report it to YMCA personnel immediately.