

**Guidelines that volunteers are expected to follow are:**

- In order to protect YMCA volunteers and program participants at no time during a YMCA program may a volunteer be alone with a child where he or she cannot be observed by others. As volunteers supervise children, they should space themselves in such a way that other staff/volunteers can see them.
- Volunteers shall never leave a child unsupervised.
- Restroom supervision: if a child is with a parent, then the parent will provide safety for the child. If the child is not with a parent, have your supervisor take the child to the restroom.
- Volunteers shall not abuse children including: Physical abuse (to strike, spank, shake, slap, etc.), verbal abuse (to humiliate, degrade, threaten, etc.), sexual abuse (to inappropriately touch or speak), mental abuse (to shame, withhold kindness, be cruel, etc.), and neglect (to withhold food, water, basic care, etc.).
- Volunteers must use proper 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.
- Volunteers will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
- Volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no.
- Volunteers will refrain from intimate displays of affection towards others in the presence of the children, parents, and staff/volunteers.
- While the YMCA does not discriminate against an individual lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
- Volunteers must appear clean, neat, and appropriately attired.
- Using, possessing, or being under the influence of alcohol or illegal drugs during hours volunteering is prohibited.
- Smoking or use of tobacco on YMCA property or in the presence of children or parents during volunteering hours is prohibited.

- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited. Volunteers are prohibited to access, display, produce, possess, or distribute pornography on the organization's property or equipment.
- Volunteers must be free of physical and psychological conditions that might adversely affect the children's physical or mental health.
- Volunteers will portray a positive role model for youth by maintaining an attitude to respect, loyalty, patience, courtesy, tact and maturity.
- Volunteers may not be alone with children in YMCA programs.
- Volunteers are not to transport children in their own vehicles.
- Volunteers may not date program participants under 18 years of age.
- Under no circumstances should Volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. (written parent authorization on file with the YMCA)
- Volunteers will act in a caring, honest, respectful, and responsible manner.

### **Cooperations with Investigations:**

This organization takes every allegation of abuse or misconduct seriously and will fully cooperate with the authorities to investigate all cases of alleged abuse or misconduct. Employees and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization.

Cooperation with investigations includes, but is not limited to:

- Promptly acknowledging and responding to requests for information;
- Making oneself available for meetings with investigating officials;
- Providing full, accurate, and truthful information;
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities, and
- Preserving relevant information and documents.

An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization.