



## HSBC Staff (Employee and Volunteer) CHILDREN'S WELFARE CODE OF CONDUCT –Adopted

1. In order to protect HSBC staff members, volunteers and program participants: at no time in the HSBC or during a HSBC program may a staff person be alone with an individual child. The HSBC shall ensure that there will always be two staff members and/or trained volunteers in the presence of children at all times. As staff supervise children, they must be able to be seen by the other assigned staff member.
  2. Staff members shall never leave a child unsupervised.
  3. Restroom supervision: Staff members will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open.
  4. Staff members should conduct or supervise private activities in pairs. When this is not feasible, that staff member must be able to be observed by other staff.
  5. Staff members shall never abuse children. Abuse may include:
    - a. Physical abuse – strike, spank, shake, slap;
    - b. Verbal abuse – humiliate, degrade, threaten;
    - c. Sexual abuse – inappropriate touch or verbal exchange;
    - d. Mental abuse – shaming, withholding love, cruelty;
    - e. Neglect – withholding food, water, basic care, etc.
- Be advised:  
**No abuse of any kind will be tolerated!  
Child abuse may be cause for immediate termination.**
6. Staff members must use positive techniques of guidance, including redirection, positive reinforcements and encouragement rather than competition, comparison and criticism. Staff members will have established appropriate expectations and developed guidelines and an environment that minimize the need for discipline. Physical restraint is allowed only in pre-determined situations (necessary to protect the child or other children from harm). Any restraint will only be administered in a prescribed manner and must be documented in writing.
  7. Staff members should respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
  8. Staff members will respect each child's right to not be touched in ways that make the child 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.
  9. Staff members will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
  10. While the HSBC 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 HSBC.

11. Staff members must be clean, neat and in appropriate attire, in accordance with the HSBC Personnel Policy.
12. Using, possessing or being under the influence of alcohol or illegal drugs or the misuse of prescribed medication during working hours is prohibited.
13. Smoking or use of tobacco or alcohol in the presence of children or parents during working hours is prohibited.
14. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment are prohibited.
15. Staff members exhibiting physical or psychological conditions which might adversely affect children's physical or mental health may be relieved of all duties until authorized to return.
16. Staff members will consistently portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, integrity and maturity.
17. Staff members will not be alone with children in any HSBC programs outside of the HSBC. This includes babysitting, sleepovers and inviting children to your home. Any exceptions must have a written explanation, approved prior to the fact and are subject to administrative approval.
18. Staff members are not permitted to transport children in their personal vehicles.

19. Under no circumstance should staff members release children to anyone other than the authorized parent, guardian or other adult. Written authorization must be on file at the HSBC by the parent or guardian. Children shall only be released after the HSBC employee has viewed appropriate identification.
20. Staff members employed by the HSBC of Reading and Berks County are required to read and sign all policies related to indentifying, documenting and reporting child abuse. Further, each staff member is required to attend periodic training on the subject as instructed by a supervisor.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

\_\_\_\_\_  
Staff/Volunteer Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date