

SSC Child Abuse Prevention Code of Conduct

It is important to understand what is considered appropriate behavior and prohibited behavior while working or volunteering at **the Springfield Swim Club**. In order to protect staff, volunteers and program participants, **the Springfield Swim Club** has instituted this Code of Conduct Policy to be followed when working with children.

The following interactions are always prohibited:

- Being alone with a single child where they cannot be observed by others.
- Any physical contact with children unless in an emergency or swim lesson requires you to do so. If this is necessary, then explain to the child what you intend to do before initiating the contact. If a child initiates physical contact such as approaching you for a hug, deflect them if possible and offer a handshake or side hug instead.
- Transporting children in staff or volunteer personal vehicles.
- Being alone with children they meet at pool/swim club outside of pool/club activities. This includes babysitting, sleepovers or inviting children to your home. Any exceptions require written explanation before the fact and are subject to supervisor approval.
- Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
- Using, possessing, or being under the influence of alcohol or drugs during working hours is prohibited.
- Not respecting children’s rights to not be touched in ways that make them feel uncomfortable and their right to say no.

Prohibited interactions include:

- Isolated, one-on-one interactions
- Risque jokes
- Profanity
- Favoritism
- Giving gifts to individual children
- Frontal hugging
- Photographing individual children
- Contact outside of program activities
- Exchanging personal email or phone numbers
- Patting buttocks
- Corporal punishment of any kind
- Intimate, romantic, or sexual conduct
- Showing pornography or involving youth in pornography
- Actions or speech that humiliates, threatens, ridicules, degrades, or frightens
- Touching of personal areas – face, mouth, legs, breasts, stomach, genitals
- Private interactions through social media, computer or handheld devices

The following interactions are considered to be appropriate:

- Praise, encouragement, acknowledgement
- Rewards available to all who achieve
- Asking permission to touch for necessary purposes
- Pats on back or shoulder
- Side hugs
- Handshakes and high fives
- Warmth and kindness
- Public social media alerts to groups of kids & parents

If you witness, suspect or a child tells you something that leads you to suspect that they are being abused; you are obliged to report it to your supervisor and proper legal authorities including Child Services, Sheriff’s Department, or Local Police Department.

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Date

Supervisor Signature

Date