



BOYS & GIRLS CLUBS
OF SPRINGFIELD

Code of Conduct for Volunteers Working With or Near Children

Adapted from the Child Abuse Prevention Training module, copyright 1993, YMCA of the USA and Volunteer Management, copyright 1996, Steve McCurley and Rick Lynch

This agreement is intended to indicate the seriousness of your service in the Boys & Girls Clubs of Springfield, MO. The intent of the agreement is to assure you of our deep appreciation for your service, to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one, and provide a safe, positive environment for Club members and staff.

1. In order to protect Boys & Girls Clubs of Springfield, MO volunteers and program participants, at no time during a Boys & Girls Club program may a volunteer be alone with a single child where he or she cannot be observed by others. As volunteers supervise children, they should space themselves in a way that other staff members and volunteers can see them. If a member is found being unsupervised, the member should be escorted to a supervised area.
2. Volunteers shall not abuse children. This includes: physical abuse (strike, spank, shake, slap); verbal abuse (humiliate, degrade, threaten); sexual abuse (inappropriate touch or verbal exchange); mental abuse (shaming, withholding kindness, cruelty); neglect (withholding food, water, basic care, etc.). Any type of abuse will not be tolerated and may be cause for immediate dismissal. Volunteers shall do their part to protect members by reporting any suspicious talk or mention of abuse to Boys & Girls Club Staff/ Directors.
3. Volunteers must use techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Volunteers will have age-appropriate expectations and will create guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), and is only to be administered in a prescribed manner and must be documented in writing.
4. Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
5. Volunteers will respond to children with respect and consideration and will treat all children equally regardless of gender, race, religion, culture, ability, etc.
6. Volunteers will respect children's right not to be touched in ways that make them feel uncomfortable and their right to say no. Volunteers should never carry members, allow members to sit on their laps, or hold hands with members.
7. For safety reasons, members are not allowed to be carried, lifted, wrestled, or swung around by volunteers.

8. Volunteers must appear clean, neat and appropriately attired. Revealing clothes and/or clothes with inappropriate messages will not be allowed. Out of respect for the Club head coverings, such as hats and bandanas are not allowed. For safety reasons open-toed shoes are discouraged.
9. Using, possessing, or being under the influence of alcohol or illegal drugs is prohibited.
10. Smoking or use of tobacco in the presence of children or parents in or around Club premises is prohibited.
11. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents are prohibited.
12. Eating, drinking, and chewing gum while not at dinner is not allowed.
13. No sitting on ledges, counters, and tables.
14. Volunteers will portray positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
15. Using vulgar language and/or gestures is prohibited.
16. Please do not TALK/TEXT on your cell phone, talk about inappropriate topics, etc. while in the Clubs.
17. Volunteers are not to transport children in club vehicles or their own vehicles.
18. Volunteers may not date program participants and are strictly prohibited from telephoning club members or meeting them away from the Club.
19. Volunteers should not let member use their cell phones for any reasons (unless approved by a Director). Volunteers should not give money to members.
20. Taking photos of any Club member without the approval from Club management is strictly prohibited.
21. The release of or publication of any Club member names on any social media sites such as Facebook, My Space, LinkedIn, et al, is strictly prohibited.
22. 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 Boys & Girls Clubs of Springfield, MO).
23. Volunteers are required to read and sign all policies related to identifying, documenting and reporting child abuse and to attend training sessions on the subject, if required by Boys & Girls Clubs of Springfield, MO.
24. Volunteers will act at all times as a member of the team responsible for accomplishing the mission of the agency.

25. Volunteers are responsible for maintaining the confidentiality of all propriety privileged information to which they are exposed while serving as a volunteer, whether this information involves a single member of the staff, another volunteer, club member or other person or involves the business of the organization.
26. I give my consent to the Boys & Girls Clubs of Springfield, MO to use photographs, films and sound recordings and/or images of myself for an unlimited period of time as determined by the Club.
27. The undersigned further states that he/she has carefully read the Code of Conduct, understands the contents, and has signed by his/her own free act.

Hold Harmless

I agree to release the Boys & Girls Clubs, its Officers, directors, agents, managers, employees and their successors and assigns of and from all liability, including liability caused by the negligence of the Club, on account of injury to the person or property which I, my heirs, executors, or administrators have or at any time hereafter may have due to my participation or involvement in any events or activities with the Club.