



## **Code of Conduct for Mentors**

**This agreement is intended to indicate the seriousness of your service to 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 mentoring 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 mentors and program participants, at no time during a Boys & Girls Club program may a mentor be alone with a single child where he or she cannot be observed by others. As mentors 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. Mentors 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. Mentors shall do their part to protect mentees by reporting any suspicious talk or mention of abuse to Boys & Girls Club Staff/ Directors.
3. For safety reasons, mentees are not allowed to be carried/ swung around by mentors. Please also do not let mentees sit on your lap or hold hands. Front hugs are not permitted, but you may give side hugs to mentees.
4. Mentors must use techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Mentors will have age-appropriate expectations and will create guidelines and environments that minimize the need for discipline. Mentors must communicate their needs with directors in order to resolve any behavioral issues, distress, etc. with mentees.
5. Mentors will respond to children with respect and consideration and will treat all children equally regardless of gender, race, religion, culture, ability, etc.
6. Mentors are not to disclose their own political, cultural, or religious personal beliefs to mentees; instead, when these topics arise in discussion, mentors should maintain a neutral and factual stance only.
7. Mentors will respect children's right not to be touched in ways that make them feel uncomfortable and their right to say no. Mentors should never carry mentees or allow mentees to sit on their laps.
8. Mentors must appear clean, neat, and appropriately attired. 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. Mentors will portray positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
13. Mentors are not to transport children in Club or their own vehicles.
14. Mentors may not date program participants and are strictly prohibited from telephoning club mentees or meeting them away from the Club. Mentors should not let mentees use their cell phones for any reason unless approved by a Director.
15. Under no circumstances should mentors 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).
16. Mentors 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.
17. Mentors will act at all times as a member of the team responsible for accomplishing the mission of the agency.
18. Mentors are responsible for maintaining the confidentiality of all propriety privileged information to which they are exposed while serving as a mentor, whether this information involves a single member of the staff, another mentor, a Club member, or another person or involves the business of the organization.
19. I give my consent to the Boys & Girls Clubs of Springfield, MO to use photographs, films, sound recordings, and/or images of myself for an unlimited period of time as determined by the Club.
20. Please do not TALK/TEXT on your cell phone, talk about inappropriate topics, etc while in the Clubs.
21. Taking photos of any Club member is strictly prohibited.
22. The release of or publication of any Club member names on any social media sites such as Facebook, Instagram, Linked In, etc, is strictly prohibited.
23. It is prohibited for mentors to exchange phone numbers, emails, or engage on social media with mentees. Mentors are prohibited from engaging in person with their mentees in any form outside of the Club unless approved by the Mentoring Coordinator.
24. It is prohibited for mentors to purchase gifts to their mentees; unless approved by the Mentoring Coordinator.

25. The undersigned further states that he/she/they has carefully read the Code of Conduct, understands the contents and has signed by his/her/their own free act.

**I understand that any violation of the above may result in discontinuing my work as a mentor at Boys & Girls Clubs of Springfield.**

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Mentor Signature

Date

**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.*

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Mentor Signature

Date