

Timbertop Camp

Directors/Volunteers

CODE OF CONDUCT

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| <ol style="list-style-type: none"> 1. In order to protect director's, volunteer's, and program participant's – at no time during a Timbertop program may director/volunteer be alone with a single child where they cannot be observed by others. As director/volunteer supervise children, they should space themselves in a way that another director/volunteer can see them. 2. Director/volunteer shall never leave a child unsupervised. 3. Restroom supervision: Director/volunteer will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Director/volunteer will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the director/volunteer (not being alone with a child). If director/volunteer are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with director/volunteer. Use of cell phones and other electronic devices is prohibited in all restrooms and changing rooms. 4. Director/volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, director/volunteer should be positioned so that they are visible to others. 5. Director/volunteer shall not abuse children including: <ul style="list-style-type: none"> • physical abuse – strike, spank, shake, slap; • verbal abuse – humiliate, degrade, threaten; • sexual abuse – inappropriate touch or verbal exchange; • mental abuse – shaming, withholding love, cruelty; • neglect – withholding food, water, basic care, etc. <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal/removal from volunteer duties</p> 6. Director/volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Director/volunteer will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing. 7. Director/volunteer will conduct a health check of each child as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented. 8. Director/volunteer will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture. | <ol style="list-style-type: none"> 9. Unauthorized use of photos, video, or the Timbertop Camp name is prohibited. Director/volunteer may not give participants their personal email or website address information. Without permission from a director board member. 10. Director/volunteer will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. 11. Director/volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and volunteers. 12. While Timbertop does not discriminate against an individual's lifestyle, it does require that in the performance of their volunteer duties they will abide by the standards of conduct set forth by Timbertop Camp. 13. Director/volunteer must appear clean, neat, and appropriately attired. 14. Using, possessing, or being under the influence of alcohol or illegal drugs during program or volunteer hours is prohibited. 15. Smoking or use of tobacco in the presence of children or parents during program or volunteer hours is prohibited. 16. 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. 17. Director/volunteer must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted. 18. Director/volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. 19. Director/volunteer may not be alone with children they meet in Timbertop programs. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to board approval. 20. Director/volunteer may not date participants in their program under the age of 18 years. 21. Under no circumstance should director/volunteer release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. 22. Director/volunteer are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject. 23. Director/volunteer will act in a caring, honest, respectful and responsible manner. |
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I understand that any violation of this Code of Conduct may result in Director/Volunteer termination or discontinuation of volunteer duties.

Director/Volunteer Name

Director/Volunteer Signature

Date