

Learning Club of KCK

VOLUNTEER/STAFF CODE OF CONDUCT

Our children are among the most important gifts entrusted to us. As a volunteer or staff member, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth of the Learning Club.

As a volunteer or staff member, I will:

- ✓ Treat everyone with respect, patience, integrity, courtesy, dignity and consideration.
- ✓ Avoid situations where I am alone with children and/or youth at Learning Club activities.
- ✓ Use positive reinforcement rather than criticism when working with children and/or youth.
- ✓ Refuse to accept gifts valued over \$10 from children and/or youth or their parents without prior written approval from the Executive Director or Director of Operations.
- ✓ Refrain from giving gifts to children and/or youth without prior written approval from the Executive Director or Director of Operations. A book and/or card may be given to a child for a birthday or special occasion with the consent of the Site Director.
- ✓ Report suspected abuse to the Executive Director as well as proper local authorities. I understand that our Learning Club Child Protection Policy requires me to report suspected abuse to civil authorities.
- ✓ Cooperate fully in any investigation of abuse of children and/or youth.
- ✓ Comply with any training deemed necessary by the Learning Club to ensure the safety of children.
- ✓ Use my smart phone with students only in aid of educational goals, and only for purposes consistent with the work of the Learning Club.

As a volunteer or staff member, I will not:

- ✓ Use, possess, or be under the influence of alcohol, illegal drugs or any medication that impairs my judgment while working at the Learning Club.
- ✓ Use any tobacco products in the presence of children and/or youth.
- ✓ Knowingly pose any health risk to children and/or youth.
- ✓ Strike, spank, shake, or slap children and/or youth.
- ✓ Humiliate, ridicule, or degrade children and/or youth.
- ✓ Touch a child and/or youth in a sexual or other inappropriate manner.
- ✓ Use any discipline that humiliates children and/or youth.
- ✓ Use profanity in the presence of children and/or youth.
- ✓ Share any personal contact information with students or ask them for theirs.
- ✓ Contact students on social media of any kind, nor will I respond to social media requests from students.
- ✓ Take photos or audio or video recordings of the Learning Club students for personal use without written approval of the Executive Director or Director of Operations.
- ✓ Provide transportation to Learning Club students, except during field trips or in an emergency situation. In an emergency situation, the Executive Director or Director of Operations may, at his/her discretion, authorize a ride for the student.

I have read the Learning Club of KCK Child Protection Policy, Social Media Policy, and Volunteer/Staff Code of Conduct sheet and agree to comply with them. I understand that as a volunteer or staff working with children and/or youth I am subject to a thorough background check including criminal history and a reference check. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or staff.

Date

Volunteer/Staff Member's Signature

Printed Name of Volunteer/Staff Member

Approved by Board 6/3/19