**Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

**Employee Code of Conduct for Interaction with Students**

Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_ County expects all employees interacting with students on behalf of CIS to act in the best interests of youth at all times. To that end, all employees must sign and adhere to the following Code of Conduct.

**Personal Space**

A youth’s personal space and comfort level must always be respected. Specifically:

* No touch is allowed in the areas normally covered by a bathing suit.
* Youth should be afforded privacy when changing clothes and visiting the rest room. Staff should never be in the visible presence of a youth who is unclothed or partially clothed.
* Limit touch to side hugs, high fives and other safe touch. Respect youth’s comfort level with physical contact.
* No tickling, horseplay, rough housing, riding “piggyback”, massages or other inappropriate physical contact is allowed.
* No forms of physical punishment are allowed.

**Alcohol and Drug Use**

* Staff may not consume or be under the influence of alcohol, controlled substances and/or illegal drugs while with youth. Employees may not be under the influence of any impairing substance, prescribed or otherwise, while with youth.
* All staff are prohibited from providing or making available any alcoholic beverages, tobacco products, controlled substances and/or illegal drugs to any youth or the youth’s family.

**Media**

* Monitor youth exposure to all media while in your care (including TV, movies, magazines, internet, video games, music, etc.).
* Prevent exposure to inappropriate materials and utilize content ratings to ensure all media use is age appropriate.

**Language**

* Employees should use appropriate language with youth at all times including the use of electronic communication.
* Profanity, “dirty” jokes and sexually provocative or degrading talk are expressly prohibited.
* Electronic communication, such as text messaging between staff and students, should only be used for scheduling purposes.
* Sharing intimate details of one’s personal life and any kind of harassment is prohibited.

**Confidentiality**

* Integral to CIS program success is our protection of confidential information. Confidential and proprietary information includes such things as verbal, written and electronic data and should not be disclosed without a valid business purpose and proper authorization.
* All employees are required to sign a Confidentiality Agreement.

**Responding to a child making an allegation of maltreatment**

* Stay calm, listen carefully to what is being said.
* Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others-do not promise to keep secrets.
* Allow the child to continue at his/her own pace.
* Reassure the child that they have done the right thing in telling you.
* Tell them what you will do next and with whom the information will be shared.
* Record in writing what was said using the child’s own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

***Helpful statements to make:***

* I believe you (or showing acceptance of what the child says).
* Thank you for telling me.
* It’s not your fault.
* I will help you.

***Do not say:***

* Why didn’t you tell anyone before?
* I can’t believe it!
* Are you sure that this is true?
* Why? Who? When? Where?
* Never make false promises.

**Transporting Students** (Affiliate selects one option below)

* Option #1
  + Employees are not allowed to provide transportation to students
* Option #2
  + Employee transportation of students is allowed on a case-by-case determination when documentation for the following is provided:
    - Verification of current auto insurance coverage
    - Valid North Carolina driver’s license

**Other Guidelines**

* Recognize the need for understanding different backgrounds, family situations, and values.
* Portray a positive role model for youth, including but not limited to, maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
* No overnight trips.
* All activities and locations visited with students must be logged and shared in advance with the student’s parents(s) or guardian(s) and CIS Program Director or Student Support Specialist.
* All locations visited with students must be youth appropriate and prior approval must be given by the parent or legal guardian and CIS Program Director/Executive Director or Student Support Specialist.

**Statement of Receipt and Acknowledgement:**

I have read the Communities In Schools of\_\_\_\_\_\_\_\_\_\_ County Code of Conduct for Interaction with Students. I understand the policy and agree to abide by it in its entirety.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Employee Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

CIS employees will read, sign and keep a copy of this document. The signed copy should be returned to Communities In Schools where it will be maintained on file.