



Staff Code of Conduct

YMCA CAMP RALPH S. MASON

Return to:
Don Jennings, Camp Director
YMCA Camp Mason
23 Birch Ridge Rd.
Hardwick, NJ 07825

1. To protect the YMCA staff, volunteers, and program participants; at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be seen, heard, or observed by others. As staff supervise children they should space themselves in such a way that other staff can see and/or hear them.
2. Staff shall never leave a child alone and unsupervised.
3. Overnight cabin, restroom, and bathroom supervision of campers shall always occur with another staff member present within sight or hearing distance. Do not enter these areas when in use by a camper of the opposite sex except when summoned in an emergency. Do not enter these areas when in use by a single camper of any sex without others present. If it is necessary, then stand in the doorway where you can be seen from inside and outside. Do not isolate a single camper for discussion or discipline unless you are clearly visible in a public area, such as the cabin porch or steps. Leave facility doors open when assisting younger children. No child, regardless of age, should enter a bathroom alone on a fieldtrip. Always send children in groups of three, and whenever possible, with staff.
4. Use of obscene or sexually graphic language is prohibited for staff working with children. When children use such language, they must be firmly corrected. Obscene or sexually graphic material in any format, electronic or print, is prohibited.
5. The YMCA is very sensitive to issues of sexual harassment. Staff should avoid using intimidating, suggestive, or inappropriate language when in the presence of other staff. Allegations of sexual harassment should be reported to the Camp Director to be investigated and can be cause for dismissal.
6. All suspicions, allegations or reports of child abuse must be immediately reported to your supervisor. In every case where abuse is suspected and may be repeated, the child must be removed from the threatening situation, even before seeking assistance. Do not leave a child alone with a suspected abuser.
7. Staff should conduct or supervise private activities in pairs assisting with dressing, bathing suits, showers, etc. When this is not possible, staff should be positioned so that they are visible to others.
8. Staff shall not abuse children including:
 - Physical abuse- to strike, spank, shake, and slap, withhold food, withhold healthcare;
 - Verbal abuse- to humiliate, intimidate, threaten;
 - Sexual abuse- to inappropriately touch or speak;
 - Mental abuse- to shame, withhold kindness, be cruel;
 - Neglect- to withhold food, water, basic care, etc.No type of abuse will be tolerated and may be cause for immediate dismissal and legal action.
9. Staff should use positive techniques of behavior management, including redirection, positive reinforcement, and encouragement. 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.
10. Staff will conduct a health check/screening of each child, each day, noting any 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 and reported to the Camp Nurse and the Camp Director.
11. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
12. Staff will respect a child's right to not be touched in ways that make them feel uncomfortable. Children are not to be touched on the areas of their bodies that would be covered by a bathing suit.
13. Staff members will refrain from intimate displays of affection towards other staff members in the presence of children, parents, and staff.
14. Staff must appear clean, neat, and appropriately attired at all times.

15. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. Possession on camp grounds is cause for dismissal.
16. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited. For health and fire safety reasons, Camp Mason is now a smoke-free environment. If you must smoke, a clearly-marked area is set aside behind the dining hall.
17. Profanity, inappropriate jokes, and sharing intimate details of your personal life in the presence of campers is prohibited, and may be cause for dismissal.
18. Staff members must be free of physical, contagious, and psychological conditions that might adversely affect any child's physical or mental health. If in doubt, the Camp Nurse or Camp Director should be consulted.
19. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. The YMCA mission is to teach by example. All YMCA staff, as part of their job description, are required to exhibit the YMCA core values – caring, respect, honesty, and responsibility – in all their dealings with children, parents and each other.
20. Staff members may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, inviting children to your home or taking them places. Any exceptions require a written explanation before the fact and are subject to the Executive Director's knowledge and approval.
21. Staff members are not to transport children in their vehicles without the permission of the Director.
22. Adult staff members of any age are prohibited from romantic relationships with campers or minor staff members under 18 years of age. Minor staff members (age 16-17) are excluded from not being permitted to date other minor staff members, but under no circumstances may they engage in a romantic relationship with a camper.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult as documented by the parent or guardian on file.
24. Staff members are required to immediately report any instances of child abuse or neglect, whether at home or at camp. This is the law in the state of New Jersey. Phone numbers for the Division of Youth and Family Services, the primary agency with jurisdiction, are available in both the Health Lodge and the Camp Office or may be obtained by dialing telephone information. Suspicion or concerns about the possibility of abuse without disclosure, allegations, or physical evidence should be shared with the Camp Director or Nurse.

I understand that violation of any part of this Code of Conduct may result in termination.

Employee Signature

Print Name

Date