

BOYS & GIRLS of GREATER VERGENNES CLUB

VOLUNTEER CODE OF CONDUCT

Creating a formal code of conduct for staff, volunteers, board members, and third parties that use Club space is an important step in developing a strong culture of safety. This code clearly outlines what behaviors are and are not allowed by anyone representing the Club or using its space.

I. General

- Encourage and enforce proper personal boundaries between persons at the Club.
- Be mindful of the personal boundaries between all persons.
- Treat members as your responsibility, but not as your children, peers or siblings.
- Avoid displaying favoritism or intimacy with any member.
- Avoid inappropriate materials, language, gestures or touching.
- Avoid one-on-one situations with members.
- Avoid off-site fraternization with members.

II. Technology and Other Media

The following are not allowed:

- Any material that is sexually explicit, provocative, inappropriate, unwholesome or unprofessional on any computer, tablet or other electronic device in the Clubhouse or any computer, tablet or other electronic device owned by the organization
- Communications to other staff or members that is unprofessional, inappropriate or unwholesome
- Communications with members by email and instant message except via their Club email address
- Communications with members by text message
- Sharing home or personal email, instant message or social media addresses with members
- Communication with members through social media platforms except via the Club's social media pages (ex. Facebook, Instagram, Twitter)
- Sharing any magazines, literature, photos, videos or music with members that would be considered inappropriate or "adult" in nature. Such materials shall not be present on Club premises.
- Any inappropriate personal photos in their office or on their person

III. Physical Contact

- Utilize verbal expressions of approval and encouragement in lieu of physical contact, whenever possible.
- It is advisable for staff to express themselves to members via physical contact through handshakes or "high-fives."

- A hug, pat on the back or placing arms around the shoulders of a member should only be done in public or plain view of others.
- Do not let members hang on you or sit in your lap.
- Do not touch members through a pat on the buttocks, backrub, massage or other similar touching.
- Physical contact between staff and members during athletic activities must be Club-supervised.

IV. Verbal Communication

The following are not allowed:

- Using language of a sexual, vulgar or provocative nature
- Speaking in a teasing, deriding or sarcastic tone
- Sharing personal information with members, such as one's love life, sex life, romances or other similar information
- Sharing your personal phone number with a member
- Communications with members by telephone/cell phone for social or any other purposes except for Club matters

V. Off-Campus Contact

The following are prohibited unless approved in advance by your unit director or senior staff:

- Socializing with members off campus
- Performing any service for the family of a Club member
- Sharing any activity that is not Club-sponsored with the family of a Club member
- Entertaining members in your own home
- Entering the home of a member

VI. The Appearance of Impropriety

- There should be few, if any, instances when staff must be alone with a member.
- If you confer with a member, the office or room door must always be open, even if the member wishes to speak in confidence.
- Do not let members wear your clothes or have access to your personal belongings.
- Avoid being alone in the bathroom with a member who is showering or changing clothes.

VII. Transportation

- Staff may not drive alone in a vehicle with a member without permission from the executive director.
- On Club trips, adult staff shall never share a room with a member or be alone in a room with members.
- On Club trips, beds, blankets or sleeping bags should not be shared between staff and members.

VIII. Secrets and Confidentiality

- If a member asks a staff member not to reveal a secret, the staff member should advise the member that in some instances they may be required to reveal the secret, especially if the secret carries potential harm to themselves or others. In such cases the staff must reveal it to the proper authorities.

IX. Accusations of Impropriety

- Record keeping is a necessary means of protecting all staff and members. If you are accused of impropriety or are a witness to an incident that is the basis of such an accusation, write down all details (date, time, who was present, who said what, who did what) before the memory fades.
- In the course of an investigation into accusations of impropriety, you must never withhold information or provide false or misleading information out of loyalty to a friend or co-worker.
- All staff hold positions of responsibility, and your first obligation is to the emotional, physical and mental well-being of the members who are entrusted to your care.

I have read the Boys & Girls Club of Greater Vergennes Staff Code of Conduct and understand that a violation of this code may result in discipline up to and including termination of employment.

Print Name

Signature

Date

Adopted by the Boys & Girls Club of Greater Vergennes Board of Directors on July 18, 2016.