

## **RWC Staff Code of Conduct**

1. To protect the RWC staff, volunteers, and program participants; at no time during RWC 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 students shall always occur with another staff member present within sight or hearing distance. Do not enter these areas when in use by an RWC member of the opposite sex except when summoned in an emergency. Do not enter these areas when in use by a single RWC member 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 student 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 RWC 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 RWC Director to be investigated and can be cause for dismissal.
6. All suspicions, allegations or reports of child abuse must be immediately reported to RWC director. 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. In summer camp, 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 RWC 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. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. Possession during any RWC activity is cause for dismissal.

15. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited. For health and fire safety reasons, RWC is a smoke-free environment. If you must smoke, a clearly marked area is set-aside behind the dining hall.

16. Profanity, inappropriate jokes, and sharing intimate details of your personal life in the presence of RWC members is prohibited, and may be cause for dismissal.

17. 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, RWC Director should be consulted.

18. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. The RWC mission is to teach by example. All RWC staff, as part of their job description, are required to exhibit the RWC core values – caring, respect, honesty, and responsibility – in all their dealings with children, parents and each other.

19. Staff members may not be alone with children they meet in RWC programs outside of the program. 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 RWC Director's knowledge and approval.

20. Staff members are not to transport children in their vehicles without the permission of RWC Director.

21. Adult staff members of any age are prohibited from romantic relationships with RWC members 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 an RWC member.

22. 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.

23. Staff members are required to immediately report any instances of child abuse or neglect, whether at home or at program. This is the law in the state of New Jersey. Suspicion or concerns about the possibility of abuse without disclosure, allegations, or physical evidence should be shared with RWC Director.

24. Staff are prohibited from sharing or obtaining any contact information, emails, phone numbers, addresses or any other private information about RWC students or their parents with other staff or other people without written permission of RWC director. Online communications – including emails, Facebook, MySpace, chatting, text messaging with students should be allowed by parents and RWC director and must completely follow all above rules. Staff members who abuse the use of contact information will be subject to termination.

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

*RWC Staff Signature:*

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Print Name:

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Date:

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