

CFS Child & Family Services Operations Manual	Program Information	Procedure	X	Policy
	Document Title: <u>Code of Conduct</u>			
	Content Area: _____			
	Policy Council Approval Date: <u>1/16/24</u> Board Approval Date: <u>1/24/24</u> Issue Date: <u>1/25/07</u>			
	Other Rec/App. Required: _____ Reviewed on: <u>1/2/24</u>			
	Regulatory References: <u>Title 22 MRSA Chpt 1071 Child and Family Services & Protection Act; Rules for the Licensing of Children's Day Care Facilities; Head Start Standards of Conduct</u>			
	Key Word1: <u>Out of Home Abuse</u> Key Word2: _____			
	Related Documents: <u>Workplace Violence, Community Complaint, Employee Grievance</u>			

POLICY: Child & Family Services (C&FS) adopts and abides by the National Association for the Education of Young Children’s (NAEYC’s) “Code of Ethical Conduct” and the Head Start Standards of Conduct as primary sets of values to which C&FS adheres. C&FS staff will be required to sign the Statement of Commitment below which indicates their acknowledgement and willingness to work in a manner that is consistent with values and ethics that support high quality Early Childhood Education programs.

NAEYC’s Code of Ethical Conduct is found at: <https://www.naeyc.org/resources/position-statements/ethical-conduct>

Head Start’s Standards of Conduct are found at: <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/hspps-final.pdf>

Statement of Commitment: As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles set forth by NAEYC and Head Start. To the best of my ability I will also:

- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Follow the program’s Confidentiality Policy concerning information about children, families, and other staff members.
- Never leave children alone or unsupervised.
- Use positive methods of child guidance to support children’s well-being as outlined in the program’s Child Behavior Guidance and will not engage in corporal punishment, emotional, verbal or physical abuse, humiliation, isolation, denial of basic needs, or withholding physical activity/outdoor time.
- Food will not be used as a reward unless directed by an Individual Education Plan, Individual Family Service Plan or other specific child plan.

By signing this Statement of Commitment I acknowledge that I understand the NAEYC Code of Ethical Conduct and personally acknowledge my willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education. My signature below also acknowledges that I agree to follow any KVCAP policies regarding codes for conduct.

Other policy documents regarding codes for conduct (please review attached):

- Confidentiality and Protection of Records Policy
- Child Behavior Guidance
- Background Check Procedure
- Technology Policy
- Suspected Child Abuse and Neglect Policy
- KVCAP Workplace Violence Prevention Policy
- KVCAP Statement of Ethics

 Printed Name

 Signature

 Date



KVCAP Workplace Violence Prevention Policy

Policy Statement

KVCAP is committed to providing a safe and peaceable environment for employees, clients (including children) volunteers and visitors. Therefore, acts or threats of physical violence (with or without a weapon), intimidation, harassment, or disruptive behavior will not be tolerated in any location where KVCAP services are provided. Such behavior can include words, written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

KVCAP Personnel

All employees are responsible for supporting and maintaining a safe and peaceable work environment. It is expected that any employee experiencing or observing violent, threatening, or other disruptive behavior will report it immediately to a supervisor or manager. Threats or assaults that require immediate attention by public emergency resources should be reported first by calling 911 or the local emergency number.

Weapons: KVCAP employees may not carry any form of firearm or other dangerous weapon (for example non-folding knives, explosives or toxic substances) in any location where KVCAP services are provided or at Agency sponsored functions. This includes concealed weapons for which a person may have a permit. KVCAP complies with laws regarding employees with concealed weapons permits. Employees with concealed weapons permits should contact the Human Resources Director for clarification regarding application of this policy. Employees may not:

- bring weapons to Agency premises or functions;
- imply they have such weapons on Agency premises or at functions;
- bring weapons into Agency-owned or sponsored vehicles; or
- make statements which appear to threaten the safety of others.

Notification of Restraining Orders: Employees who obtain a restraining order or like order are required to provide a copy of this order to their supervisor and Human Resources. Changes to or termination of a restraining order must also be reported immediately to the supervisor. It is the agency's intention to notify law enforcement immediately if there is a violation of a standing order on agency premises or at functions.

Reporting: All reports of incidents will be documented, investigated, and dealt with appropriately. The follow up will be coordinated by the Human Resources Director and include a report to the Chief Executive Officer.

Violations: Employees who violate this policy may be removed from the premises, may be subject to disciplinary action up to and including dismissal, and may face criminal charges.

KVCAP Clients, Volunteers, and Business Associates

All individuals (including minors), present at any location where KVCAP services are provided, are expected to contribute to a safe and peaceable environment during all KVCAP interactions. It is strongly encouraged that any individual experiencing or observing violent, threatening, or other disruptive behavior, reports such incidents immediately to a KVCAP employee. Threats or assaults that require immediate attention by public emergency resources should be reported first by calling 911 or the local emergency number.

Weapons: Clients, volunteers and business associates may not carry any form of firearm or other dangerous weapon (for example, non-folding knives, explosives or toxic substances) in any building

where KVCAP services are provided. This includes concealed weapons for which a person may have a permit. In addition, clients, volunteers and business associates may not:

- bring weapons to Agency functions;
- imply they have such weapons in Agency buildings or at functions;
- bring weapons into Agency-owned or sponsored vehicles; or
- make statements which appear to threaten the safety of others.

Notification of Restraining Orders: A client continuously receiving Agency services, or a volunteer having regular contact with the Agency, who obtains a restraining order or like order may be required to provide a copy of this order to her/his program contact. In that case, changes to or termination of a restraining order must also be reported immediately to the program contact. It is the agency's intention to notify law enforcement immediately if there is a violation of a standing order on agency premises or at functions.

Reporting: All reports of incidents will be documented, investigated, and dealt with appropriately. The follow up will be coordinated by the Human Resources Director and includes a report to the Chief Executive Officer.

Violations: Clients, volunteers and business associates who violate this policy may be removed from the premises, may be subject to termination/denial of services, and/or may face criminal charges.

Policy Notification: It is the program's responsibility to communicate this policy to its clients.

KVCAP Statement of Ethics

The professional behavior of an employee at KVCAP must conform to the highest ethical standards. These standards must be idealistic and at the same time practical so that they can apply reasonably to all employees. Each employee assumes responsibility for providing professional leadership in the office and in the community. This responsibility requires the employee to maintain standards of exemplary professional conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, customers, professional associates, staff and volunteers. To these ends, the employee will subscribe to the following statements of ethics.

THE KVCAP EMPLOYEE

- a) Makes the well-being of the customers the fundamental value in all decision-making.
- b) Strives to honor all obligations necessary for the fulfillment of the Agency's mission.
- c) Fulfills professional responsibilities with honesty and integrity.
- d) Obeys local, state and national laws.
- e) Avoids off the job conduct that may result in a criminal offense or being arrested.
- f) Implements the policies of the Agency as developed by the Chief Executive Officer and the Board of Directors.
- g) Avoids using position for personal gain through political, social, religious, economic, or other influence.
- h) Maintains the high standards of the Agency and seeks to improve effectiveness through continued personal and professional development.
- i) Encourages all staff and volunteers to conform to high standards of professional ethics.
- j) Maintains the confidentiality of all employee and client information to which s/he has access.
- k) Contributes to a peaceable workplace by treating all co-workers and clients with respect.
- l) Strives to serve all clients equally and avoid any action which may result in or give the appearance of preferential treatment.
- m) Practices safe personal work habits.
- n) Uses the established chain of communication.