



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GREATER JOLIET AREA YMCA VOLUNTEER CODE OF CONDUCT

Our top priority is to provide a safe and enriching experience for all. In order to ensure this positive environment, we strive to live our cause with purpose each and every day.

## HOW WE SHOW UP

### WE ARE:

**Welcoming:** We are open to all. We are a place where you can be, belong and become.

**Genuine:** We value who you are and encourage you to be true to yourself and others.

**Hopeful:** We believe in you and your ability to be a catalyst for good in the world.

**Nurturing:** We're with you in your journey to develop your full potential.

**Determined:** Above all else, we are on a relentless quest to make our community stronger beginning with you.

## HOW WE ENGAGE PEOPLE

We act with intentionality to connect people to our cause through our service and engagement principles.

### EVERY DAY WE:

**Welcome:** Smile, greet people by name, introduce ourselves.

**Connect:** Ask questions, share a story, introduce our members and volunteers to one another.

**Support:** Affirm and encourage our members and volunteers to achieve their personal goals.

**Invite:** Share opportunities to get involved and give back to the community.

### THE RESULT

When people experience the Y, they know—and feel—that they belong to a charitable cause that transforms lives.

## PROTECTING OUR KIDS

Each day, parents look to the YMCA to provide a safe and secure environment where children can learn practical social skills and develop positive values. Our reputation for consistency and safety, as well as our focus on youth development, gives parents the confidence they need to trust us with their children.

I know that I am not to be alone with children at the Y or outside of Y programming for youth I have met through the Y.

I understand that as a volunteer for the Y I am serving as a role model and I agree to abide by the statements above.

I understand that as a Y volunteer I am required to report an arrest or criminal conviction to the YMCA within five days of when the arrest or conviction occurred or prior to any additional volunteering, whichever comes first. Failure to report an arrest or conviction as required will be considered misconduct and grounds for dismissal.

Print Name

Signature

Date

GREATER JOLIET AREA YMCA

749 Houbolt Road Joliet IL 60431

(815) SAY-YMCA • www.jolietymca.org





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GREATER JOLIET AREA YMCA

# UNDERSTANDING SAFETY STANDARDS

At the Y, we are committed to maintaining a safe work environment and ensuring the health and well-being of our employees and volunteers. The information below is designed to provide you with an overview of Bloodborne Pathogens.

## UNDERSTANDING BLOODBORNE PATHOGENS

Bloodborne Pathogens are infectious microorganisms that are found in human blood and other potentially infectious materials (OPIM), such as bodily fluids, that can cause disease. These pathogens include, but are not limited to, Hepatitis B, Hepatitis C and HIV.

## MODES OF TRANSMISSION

Bloodborne Pathogens are most commonly transmitted through:

- Accidental puncture from contaminated needles, broken glass or other sharp objects
- Contact between broken or damaged skin (cuts, abrasions, bites) and infected bodily fluids
- Contact between mucus membranes and infected bodily fluid

## UNDERSTANDING HOW TO AVOID EXPOSURE TO BLOODBORNE PATHOGENS

- **AVOID** contact with blood or other potentially infected materials (OPIM)
- **ALWAYS USE UNIVERSAL PRECAUTIONS** and treat all human blood and bodily fluid as if it was known to be infected with Bloodborne Pathogens
- **ALWAYS USE PERSONAL PROTECTIVE EQUIPMENT**, such as gloves, gowns, eye protection and masks, which are available for your use
- **WASH YOUR HANDS** after providing first aid care or cleaning, using warm water and soap. Be sure to rub your hands vigorously for at least 15 seconds covering all surfaces of your hands and fingers, and then rinse with warm, running water. Handwashing is the most effective way to avoid the spread of infection.

## WHAT TO DO IF YOU ARE EXPOSED TO INFECTIOUS MATERIAL

If at any time you are exposed to blood or other bodily fluids, please notify your volunteer supervisor and ask to complete an incident report. Your supervisor will work with you to complete any additional documentation and provide post-exposure follow-up instructions.

I understand that as a Y volunteer, it is my responsibility to always use universal precautions and personal protective equipment when dealing with possible Bloodborne Pathogen exposure

Print Name

Signature

Date

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## GREATER JOLIET AREA YMCA

# UNDERSTANDING YOUR ROLE IN KEEPING KIDS SAFE

At the Y, we are committed to providing a safe and enriching experience for all children in our care. As a volunteer, you are a vital component of our Child Abuse Prevention Program. By working together, we can ensure that children in YMCA programs are safe and receive the support they need to learn, grow and thrive. The Greater Joliet Area YMCA has “zero tolerance” for abuse.

### DEFINING THE TYPES OF ABUSE

**Neglect:** Failing to maintain a child’s health, safety and well-being

**Physical Abuse:** Non-accidental physical injury

**Sexual Abuse:** Uses or involves a child for a sexual purpose or act

**Emotional Abuse:** Harm to a child’s mental and social development

**Exploitation:** Uses one’s position of power to maintain inappropriate relationships

### THE RISK IS REAL

- 1 in 4 girls and 1 in 6 boys are sexually abused before the age of 18
- The highest risk exists for youth, ages 8–11
- 90% of victims know their perpetrators
- Once a child is victimized, they are more vulnerable to being abused again
- Child-on-child sexual, physical and emotional abuse, involving two adolescents, is prevalent and often goes unreported

### HOW TO MAINTAIN A SAFE ENVIRONMENT

- Encourage children to not keep secrets
- Talk with the children in your care to identify trusted adults in their lives
- Never be alone with children you have met at the Y or through YMCA programming

### IDENTIFY PREDATORY BEHAVIOR AND ALWAYS REPORT YOUR CONCERNS

- Offenders of all ages draw victims into relationships and maintain the relationship in secrecy
- Offenders of all ages manipulate children into keeping unsafe secrets
- Offenders of all ages often exploit a position of power

### APPROPRIATE AND INAPPROPRIATE CONDUCT DEFINED

#### Appropriate physical contact:

- Side hugs
- Shoulder-to-shoulder or “temple” hugs
- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Verbal praise
- Pats on the head when culturally appropriate
- Touching hands, shoulders, and arms
- Arms around shoulders
- Holding hands (with young children in escorting situations)

#### Inappropriate physical contact:

- Full-frontal hugs
- Kisses
- Showing affection in isolated areas
- Lap sitting
- Wrestling
- Piggyback rides
- Tickling
- Allowing a youth to cling to an employee’s or volunteer’s leg
- Any type of massage given by or to a youth
- Any form of affection that is unwanted by the youth or the staff
- Compliments relating to physique or body development
- Touching bottom, chest, or genital areas

**Appropriate Verbal Interactions:**

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise

**Inappropriate Verbal Interactions:**

- Name-calling
- Secrets
- Cursing
- Off-color or sexual jokes
- Shaming
- Belittling
- Derogatory remarks
- Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff
- Harsh language that may frighten, threaten or humiliate youth
- Derogatory remarks about the youth or his/her family

**Appropriate Communication:**

- Sending and replying to emails and text message from youth ONLY when copying in a supervisor or the youth's parent
- Communicating through "organization group pages" on Facebook or other approved public forums
- "Private" profiles for staff and volunteers that youth cannot access

**Inappropriate Communication:**

- Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments
- Sexually oriented conversations
- Private messages between staff or volunteers and youth
- Posting pictures of organization participants on personal social media sites
- Posting inappropriate comments on pictures
- "Friending" participants on social networking sites

**Appropriate Outside Contact:**

- Taking groups of youth on an outing
- Attending sporting activities with groups of youth
- Attending functions at a youth's home, with parents present

**Inappropriate Outside Contact:**

- Taking one youth on an outing without the parents' written permission
- Visiting one youth in the youth's home, without a parent present
- Entertaining one youth in the home of staff or volunteers
- One youth spending the night with staff or volunteers

**REPORT YOUR CONCERNS AND ANY DISCLOSED ABUSE**

As a YMCA volunteer, you are a Mandated Reporter. You are required to report your concerns to a Y staff team member within 24 hours. Together, we will follow the state's Mandated Reporter guidelines. Remember, your role is to set in motion the process of getting help for the child.

**COOPERATION WITH INVESTIGATIONS**

The YMCA cooperates fully with the authorities to investigate of all cases of alleged abuse. Any volunteers should cooperate to fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for dismissal.

I understand that as a YMCA volunteer Child Abuse Prevention is my responsibility and I agree to abide by the statements and guidelines above.

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)

\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

CANTS 22  
Rev. 8/2013