



Alhambra Afterschool Adventures

CODE OF CONDUCT

1. In order to protect *Alhambra Afterschool Adventures* staff, volunteers, and program participants... at **NO** time during the Alhambra Unified School District ASES program may a staff person be alone with a single child where others cannot observe them. As staff supervise students, they should space themselves in a way that other staff can see them.

2. Staff shall **NEVER LEAVE** a child unsupervised.

3. Restroom Breaks **always as a group** – to ensure student safety!

Restroom supervision: Before allowing students to use the facilities, staff will make sure the restroom is not occupied by suspicious or unknown individuals. Staff will stand in the doorway while students are using the restroom. This policy allows privacy for the students and protection for the staff (not being alone with a student). If staff is assisting younger students, doors to the facility must remain open. No student, regardless of age, should ever enter a restroom alone; **always send children in groups of three into the restroom.**

4. Staff shall not abuse children including:

- a. Physical Abuse – striking, spanking, shaking, slapping
- b. Verbal Abuse – humiliating, degrading, threatening
- c. Sexual Abuse – inappropriate touch or verbal exchange
- d. Mental Abuse – shaming, withholding love, cruelty
- e. Neglect – withholding food, water, basic care, etc.

Abuse will not be tolerated and will be grounds for immediate dismissal.

5. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison, and criticism. **Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.** Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm) and only administered in a prescribed manner that must be documented in writing.

6. Staff will conduct a visual health check of each student, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or student in a non-threatening way. Any questionable marks or responses will be documented.

7. Communication with parents is **always the responsibility of the ASES Youth Specialist.**

- a. Report and document any behavioral incidents between students on the behavior log or incident report and notify the Youth Specialist **as soon as possible**.
- b. Serious incidents between students, included but not limited to kissing, touching, fighting, inappropriate play, threatening language/remarks/gestures, suicidal ideations (language spoken or written), must be immediately reported. Please radio the Youth Specialist with: Immediate assistance needed with "color" group.

8. Staff will respond to students with respect and consideration. Refrain from yelling at students.

9. Staff will treat all students equally regardless of sex, gender, race, religion, or culture.

10. Staff will respect a student's right to not be touched in ways that make them feel uncomfortable, and respect a student's right to say NO.

11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco & E-cigarettes in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect a student's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will be a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with students they meet in the *Alhambra Afterschool Adventures* program outside of the school campus. This includes school events, babysitting, sleepovers, and inviting students to your home.
19. Staff may not contact students (including high school tutors) via cell phones, e-mails, and/or ANY social media such as Facebook, Instagram, Twitter, Snapchat, KIK, online games, etc.
20. Staff may not transport students in their own vehicles.
21. Staff may NOT date program participants (including high school tutors) under 18 years of age.
22. Under no circumstances should staff release students to anyone other than the parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the *Alhambra Afterschool Adventures*).
23. Staff may not bring their own children, family members, or significant others to the *Alhambra Afterschool Adventures* program.
24. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.
25. Any form of cell phone usage (calls, texting, taking photos of students, time checking, and/or listening to music) is not allowed during working hours in the presence of students.
Exception: during lockdown situations staff may use their cell phone for communication.
26. Any personal music device usage is not allowed during working hours in the presence of students.
27. Staff must refrain from using their personal computers/laptops/iPads for ASES work.
28. Staff must refrain from bringing personal homework and/or study materials to ASES.