

Northwestern Ohio Community Action Commission

CODE OF CONDUCT

Policy

NOCAC Head Start will ensure that ALL staff, consultants and volunteers abide by the program's standards of conduct.

Definition

A *standard of conduct* is a level of quality or excellence attained by someone. A *code of conduct* is a way of behaving. NOCAC believes all staff, consultants and volunteers must be held to a high standard when protecting the children in our care.

- NOCAC Head Start staff, consultants and volunteers will respect and promote the unique identity of each child and family and will not stereotype on the basis of gender, race, ethnicity, culture, religion, or disability.
- NOCAC Head Start staff, consultants and volunteers will follow program confidentiality policies concerning information about children, families, and other staff members.
- NOCAC Head Start staff, consultants and volunteers will not leave any child alone or unsupervised while in their care.
- NOCAC Head Start staff, consultants and volunteers will use positive methods of child guidance with the children in their care and will not engage in corporal punishment, emotional or physical abuse, or humiliation
- NOCAC Head Start staff, consultants and volunteers will not use discipline that involves isolation, the use of food as punishment or reward, or the denial of the child's basic needs with the children in their care.

Failure to follow any of these standards will result in discipline, up to and including termination.

I understand and will adhere to the standards as stated above.

Signature (staff, consultants or volunteer)

Date

Reviewing Staff's Signature

Date