

**STANDARDS OF CONDUCT
FOR HEAD START/EARLY HEAD START STAFF, VOLUNTEERS AND CONSULTANTS**

Policy Number: AD1514	Revised 1.6.2020	Policy Council Review Date: 10.01.15
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PERFORMANCE OBJECTIVE: The program must ensure that all staff, consultant/contractors, and volunteers receive orientation training and instruction on program policies and Head Start regulations regarding standards of conduct, confidentiality, child abuse/neglect, safe-sleep, and active supervision ((CFR 1302.90 (c))).

OPERATIONAL PROCEDURE: Please read the following statements and sign your name below to indicate your understanding and commitment to these principles.

1. I will respect and promote the unique identity of each child, family, volunteer, and co-worker and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition.
2. I will follow Agency confidentiality policies concerning information about children, families, and other staff members.
3. I will not endanger the health or safety of children. I understand the following actions are not allowed for any reason:
 - Taping a child’s mouth, binding or tying a child to restrict movement or other physical abuse
 - Corporal punishment, including hitting, spanking, swatting, shaking, pinching, squeezing, grabbing, yanking, pulling, and other measures intended to induce physical pain or fear
 - Using physical/outdoor activity as a punishment or reward
 - Using or withholding food as a punishment or reward
 - Using toilet training methods that punish or demean a child
 - Humiliation: including rejecting, isolating, retaliating, extended ignoring, terrorizing, corrupting, or labeling the child as “bad”
 - Discussing the child’s challenging behavior in front of the child, other children or parents
 - Verbal abuse, including profane, sarcastic language, threats or derogatory remarks about the child or their family
 - Threatening to call the child’s parents in order to get the child to comply with requests
 - Using the traditional “Time Out” strategy
4. I will make a concerted effort to welcome parents to the Head Start center and provide them with a variety of opportunities to become involved in ways that are comfortable and responsive to each parent’s individual needs.
5. I understand that any violation of these standards will be subject to disciplinary action up to and including termination. Each case will be evaluated on an individual basis and acted on in accordance with Agency policies.
6. Staff Only: I understand that no child will be left alone or unsupervised while under my care. This includes being left on the bus, left on the playground or left unsupervised in a bathroom or other part of the building. I have received and read a copy of the Active Supervision policy and understand the expectations of program regarding the supervision of children in my care. ****Initial here:** _____
7. Consultants and Volunteers Only: I have received a volunteer orientation/training. ****Initial here:** _____

Name: _____

Signature: _____ Date: _____