

Zach Johnson Foundation Code of Conduct

Any individual who has repeated contact with students through the Zach Johnson Foundation (ZJF), or is in any capacity left to work with a group of students alone, shall first pass a background check and complete a policy orientation. If that person is ever charged with a crime involving children, that person must immediately tell the Program Leader or surrogate and is not allowed to have contact with children until the matter is addressed. **“Staff” is anyone working or volunteering through ZJF in this Code of Conduct.**

1. Avoid being alone with a student at any time
2. Students shall never be left unsupervised
3. Staff shall give students privacy in the restroom and stand outside the doorway
4. Staff shall respect a children’s right to not be touched at any time. A child’s right to say “No” is encouraged and respected
5. Staff will use appropriate touch including pats on the back, handshakes, side hugs and high fives
6. Staff will not engage in piggy back rides, having kids sit on their lap or other types of touch that create situations of long term physical contact of themselves and a child
7. Staff will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison or criticism. Staff will avoid yelling or using harsh tones with students
8. Staff will not give gifts or special favors to individual children, or show preferential treatment to a group of children to the exclusion of others
9. Volunteers are not to give their personal contact information to any program participants at any time
10. Staff will respond to children with respect and consideration and treat all children equally regardless to gender, race, religion, sexual identity, or culture.
11. Staff will refrain from intimate displays of affection towards others
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited
13. Smoking, or use of tobacco, in the presence of children or parents during work hours is prohibited
14. Profanity, inappropriate jokes, sharing intimate details of one’s personal life is prohibited
15. Any actions that could be conceived as bullying or harassment is prohibited
16. Staff shall not be alone with students they meet in the Zach Johnson Foundation programming outside of Kids on Course. An exception could be made for baby-sitting with Program Leader approval
17. Staff shall not add students they met through their work with the Zach Johnson Foundation to any personal social media. This would include but is not limited to Facebook, Instagram, Snapchat, Twitter etc.
18. Parents should be made aware in advance of taking a child home in a personal vehicle
19. If driving a student, have two students at all times or invite another staff member. All students should sit in the back seat unless there isn’t room. Only students over the age of 11 may sit in the front seat.
20. Parents must give permission before a staff member can directly communicate with a student via text
21. Staff do not physically restrain children or use physical contact as punishment
22. If staff or volunteers suspect a child is being abused by any person (caregiver, school employee, ZJF staff, etc.) they should immediately report the concerns to the school supervisor (principal) and Program Leader or surrogate of Kids on Course. Abuse includes, but is not limited to, physical abuse, neglect, sexual abuse, mental or emotional abuse
23. No photos of children may be taken without the permission of the Program Leader or surrogate

I understand that any violation of this Code of Conduct may result in termination or loss of volunteer status, and can result in legal and criminal action

Staff/volunteer signature

Print staff/volunteer name

Date