

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

**Policy ID 90002 (HR/PP) Standards of Conduct**

Related Regulations:	1302.90 c		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	9/26/2017
Responsibility:	All Staff		
Timeline:	Ongoing		
Evaluation:			
Forms:			

Performance Objective: The program ensures all staff, consultants, contractors, and volunteers abide by the agency's standards of conduct.

**1.0 Standards of Conduct**

- 1.1 Staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior.
- 1.2 Staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children. They do not:
  - a) Use corporal punishment;
  - b) Use isolation to discipline a child;
  - c) Bind or tie a child to restrict movement or tape a child's mouth;
  - d) Use or withhold food as a punishment or reward;
  - e) Use toilet learning/training methods that punish, demean, or humiliate a child;
  - f) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
  - g) Physically abuse a child;
  - h) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
  - i) Use physical activity or outdoor time as a punishment or reward;
- 1.3 Staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- 1.4 Staff, consultants, contractors, and volunteers are required to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance 1303.20-1303.24 and applicable federal, state, local, and tribal laws.
- 1.5 Children will be supervised by two staff persons at all times. No child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under program care.

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**2.0 Violation of Code Conduct**

- 2.1 For staff, violation of any or all portions listed herein will result in disciplinary action, up to and including termination.
- 2.2 For volunteers, violation of any or all portions listed herein will result in the immediate termination of voluntary service.
- 2.3 For contractors, violation of any or all portions listed herein will result in the immediate termination of all contractual agreements.