Jumpstart for Young Children requires each employee, as well as each Corps Member, Team Leader, Volunteer Coordinator, Site Manager, National Staff member and affiliate staff member (hereafter known as “adults”) to read and sign the following Code of Conduct. The Code of Conduct sets forth behaviors and procedures intended to protect children and to protect adults interacting with children in Jumpstart for Young Children sessions and programs.

1. All adults must treat children with respect. Adults may never use language or engage in behaviors that will humiliate, embarrass, physically harm or abuse, emotionally harm or abuse, or sexually harm or abuse any child. All children will be treated equally regardless of sex, race, religion, culture, or place of birth.
2. No child may be left unsupervised during any Jumpstart for Young Children programs or sessions.
3. No adult may touch a child in ways that make the child feel uncomfortable, and the child’s right to say no must be respected.
4. Adults may not remove a child to a secluded area. Adults must always let another adult know if they are removing a child from a group setting and where they are going.
5. No type of abuse (physical, emotional, sexual) will be tolerated and will be grounds for immediate dismissal from the Jumpstart program or from employment and will be reported to law enforcement authorities.
6. Positive techniques of behavior guidance, and positive interactions and language are expected of all adults. (See Corp Member Toolkit and Site Manager Binder for further details.)
7. Any observations or suspicions of abuse, maltreatment, or inappropriate interactions with a child must be immediately reported to your direct supervisor. If your concern is with your direct supervisor, you must report your concern to the next level of management/supervisor.
8. Possessing, using or being under the influence of alcohol, or illegal drugs is not permitted while participating in any type of Jumpstart program or while at work for Jumpstart and will be grounds for immediate dismissal from the Jumpstart program or from employment.
9. Inappropriate conversations, language, jokes, or sharing intimate details of your personal life is not permitted while working in the presence of children or at any time during Jumpstart programs, while at work at Jumpstart or during trainings.
10. At all times, adults must demonstrate appropriate behavior and serve as positive role models for children.
11. Possessing weapons and firearms is not permitted while participating in any type of Jumpstart program, or while at work for Jumpstart, and will be grounds for immediate dismissal from the Jumpstart program or from employment.

I, ______________________, have read the above Code of Conduct, have asked any questions pertaining to this Code, and agree to follow the code as part of my employment or my participation in Jumpstart for Young Children’s programs and sessions. This Code of Conduct supercedes any prior Jumpstart policy on the matters addressed above.

_____________________    ____________________
Signature                                                                                  Date

(A copy of signed form must be in all CM file, SM files and all JS employee’s personnel files. Note The JS Code of Conduct is different from the AC Rules of Conduct (included in the JS AC Corps Member Contract) – both documents MUST be signed by CM and in CM files.)