# Head Start Blocks LogoKlamath Family Head Start

## A Family Development Program Serving Preschoolers

# STANDARDS OF CONDUCT/CODE OF ETHICS

Klamath Family Head Start expects each employee, consultants, contractors, and volunteer to demonstrate respect, at all times, for program staff and the children and families enrolled in the program. In addition, all employees are expected to assure the physical and emotional well being of children and support the ongoing development of their self-esteem.

By signing this document, I assure that, at a minimum, I will fulfill the following standards.

 1. I will respect and promote the unique identity of each child, family, staff member, and volunteer;

1. I will refrain from stereotyping any child or family member on any basis including gender, race,

ethnicity, culture, religion, disability, sexual orientation, or family composition;

3. I will abide by the Confidentiality Policy concerning information about children, families, staff, and volunteers in all aspects including activities on social media;

 4. I will never leave a child alone or unsupervised while under my care;

5. I will use positive methods of child guidance in the performance of my duties to support children’s well-being and prevent and address challenging behavior;

1. I will avoid the use of any form of physical abuse, emotional abuse, including public or private humiliation, rejection, terrorizing, extended ignoring, or corruption of a child;
2. I will avoid the use of any form of verbal abuse, including profanity, sarcastic language, threats, or derogatory remarks about a child or a child’s family;
3. I will avoid the use of any disciplinary measure, in the performance of my duties that would include:

a. binding or tying a child to restrict movement or taping of a child’s mouth;

b. corporal punishment;

c. using isolation as a form of discipline;

d. the use or withholding of food as a punishment or a reward;

e. the use of toilet learning/training methods that punish, demean, or humiliate a child;

f. the use of physical activity or outdoor time as a punishment or reward; or

 g. the denial of any basic need.

9. I will comply with the agency Drugfree Workplace and Substance Abuse Screening and Testing Policies;

10. I understand that personal relationships between staff and Head Start parents is not allowed;

11. I will not work on child information on my personal computer;

12. I understand I have no expectation of privacy as it relates to KFHS property, ie: desk, computer, etc.;

**13. If there is a conflict of interest between me and any company or persons outside of Klamath Family Head Start it is listed below:**

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 Person or Company Relationship

I understand that all employment with KFHS is at-will (see Policies 713, 717), and I understand that the violation of any of the above mentioned standards may:

 1. be grounds for immediate dismissal of a program employee; or

 2. result in the termination of the contract for services of a consultant; or

 3. result in the discontinuation of an individual’s right to volunteer in the program.

I have read and understand the content of this policy and agree to abide by the Standards of Conduct/Code of Ethics.

**Printed Name**

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**Signature Date of Signature**

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My position in Klamath Family Head Start is:

❒ employee ❒ consultant ❒ volunteer

**Note:** This document will be placed in the personnel file of an employee, attached to the contract of a consultant, or attached to the volunteer application of a volunteer. PDM-01-133.A PY-22-23 DW Volunteer Packet