

Heading HUMAN RESOURCE MANAGEMENT	P.S.# 1304.52	Rev. 7/2006 PC Approval 7/2006
Policy Name CODE OF CONDUCT	Policy # HRM 2	Page 1 of 4

PURPOSE: This Code of Conduct is a part of SUU Head Start and Early Intervention human resource policies. The purpose of the Code is to guide staff, consultants and parent or community volunteers in performing their duties in Head Start or Early Intervention. All persons providing services in the Head Start or Early Intervention programs are to use this code to guide their actions when working with children, parents, other staff members, volunteers, consultants or members of the community. **Any person working as a paid staff member, a volunteer, a practicum student, or a consultant must understand and sign this Code of Conduct before beginning in any position.**

PROGRAM PHILOSOPHY As employees, partners, and volunteers of the SUU Head Start and Early Intervention programs, we believe that:

- Children enrolled in SUU Head Start and Early Intervention programs are our greatest asset. **Our priority is that children are protected and not harmed in any way.**
- Every individual has the right to maintain his or her own identity while acquiring the skills that will help them to succeed in a diverse society. We recognize that stereotypes and misinformation interfere with communication, growth, and respect. The cultural groups represented in the communities and families of each SUU Head Start or Early Intervention class will be acknowledged and appreciated.
- Differences such as disabilities, gender, age, education level, life style, personal values, and ways of thinking also need to be considered, understood and appreciated. All adult family members are invited and welcomed into Head Start and Early Intervention classes and program activities.
- Head Start and Early Intervention families have the right to expect that personal information about a child or the family held by the program remains secure. We are responsible for maintaining confidentiality, and respect each person's right to privacy. We refrain from disclosure of confidential information and intrusion into family life.
- Policies ensure the use of positive, non-punitive methods of guidance and discipline. Teachers consistently (a) demonstrate, model and practice classroom procedures to reinforce limits for children, (b) use redirection, positive reinforcement and consistency in management of child behavior, (c) encourage children to put their emotions (positive and negative) and ideas into *words*, (d) use guided practice, modeling and repetition to help children learn to express themselves appropriately, and (e) model affection and care by respectful attentiveness, smiles, hugs, and by giving the child eye contact at their level while calmly speaking to them, (f) welcome, acknowledge and support all adults in the classroom.

Heading HUMAN RESOURCE MANAGEMENT	P.S.# 1304.52	Rev. 07/06
Policy Name CODE OF CONDUCT	Policy # HRM 2	Page 2 of 4

“ As an employee or volunteer of the SUU Head Start or Early Intervention program, I certify that while working with the program, I will abide by the SUU Head Start and Early Intervention Code of Conduct and demonstrate:

1. **Commitment to the safety and well being of all children in my care.**
 - a. I will not leave a child alone or unattended.
 - b. I will not allow practices that are disrespectful, degrading, intimidating, psychologically destructive or physically harmful to children. (For violations see Incident Reporting policy ESP 1.)
 - c. I will be familiar with the signs of child abuse and neglect and implement program and State procedures for dealing with abuse. (See Child Abuse policy CHS 1.)
 - i. If I have evidence of abuse or neglect of a Head Start or Early Intervention child, I will report to the appropriate community agency.
 - ii. If I observe symptoms of child abuse or neglect, but do not have evidence, I will report these to my supervisor. An appropriate course of action to protect the child will be determined.
 - d. I will be aware of and follow program safety and emergency procedures.

2. **Respect for the unique identity of each child and family.**
 - a. I will refrain from stereotyping any child or family based on gender, race, ethnicity, culture, religion or disability.
 - b. I will make the Head Start classroom a welcoming environment for all children and parents.
 - c. I will provide both boys and girls equal opportunities to participate in all activities.
 - d. I will use books, toys, music, activities and decorations that reflect diversity.

3. **Use of Positive Guidance.**
 - a. I will always use positive methods of child guidance.
 - b. I will set clear and reasonable classroom rules and will apply them consistently. I will involve children in the rule-making process.
 - c. I will give children opportunities to ask questions, make decisions, and solve their own problems, using their own words.
 - d. I will not engage in corporal punishment, emotional or physical abuse, humiliation, or any discipline that involves isolation or denial of a child’s basic needs.
 - e. I will not use food as a reward or punishment.
 - f. I will participate in training and mentoring to learn and refine appropriate disciplinary techniques. I will implement this training in the Head Start and/or Early Intervention class.

Heading HUMAN RESOURCE MANAGEMENT	P.S.# 1304.52	Rev. 07/06
Policy Name CODE OF CONDUCT	Policy # HRM 2	Page 3 of 4

4. **Compliance with program confidentiality policies.**
 - a. As a condition of employment, I agree to keep confidential information secure, even after I leave Head Start or Early Intervention.
 - b. I will respect all confidential information about any Head Start child, family, or staff member. Staff, family and child information is to be shared only with other paid staff who need the information to perform their job.
 - c. I will not disclose information on any Head Start child or family member outside the program without a signed release, except as noted in the Confidentiality policy.
 - d. I understand that parents have access to their child's Head Start generated records upon request to the classroom teacher or to a member of the SUU Head Start Management Team as noted in Confidentiality policy.

5. **Compliance with all applicable laws, standards, policies and procedures.**
 - a. No staff member or volunteer shall speak on behalf of SUU Head Start, unless they have authority given by the director. Staff members and volunteers shall take care to protect the integrity of the SUU Head Start Program and Southern Utah University.
 - b. Staff and governing body members shall always conduct their business in a manner that does not conflict with the public interest and dignity of the individual, and with respect and commitment for the rights of Head Start children, parents, staff and communities in accordance with the law.
 - c. As per Southern Utah University policy, staff employees and volunteers acting on behalf of Head Start are prohibited from accepting any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind, directly or indirectly from vendors or suppliers.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT:

Employees paid by SUU: SUU Head Start and Early Intervention employees violating this Code of Conduct will be subject to disciplinary procedures as outlined in SUU Policies and Procedures number 8.3.5 (revised 1990).

Disciplinary actions for staff can include: Termination (dismissal), Discipline (counseling or other employment action); Sanctions (oral or a written warning, warning letter, temporary reduction in pay, probation, suspension with or without pay)

Volunteers (including parents), Students, Consultants: Any Head Start or Early Intervention volunteer, college student or consultant who breaches this Code of Conduct will be asked not to return to the classroom or program. Such a person could also be subject to civil penalties.

According to Utah State law, a person may also be liable for slander for unlawful disclosure of confidential information.

Heading HUMAN RESOURCE MANAGEMENT	P.S.# 1304.52	Rev. 07/06
Policy Name CODE OF CONDUCT FOR STAFF, CONSULTANTS AND VOLUNTEERS	Policy # HRM 2	Page 4 of 4

CERTIFICATION



This form must be completed by any staff member, volunteer (including parents), college student or consultant working in the Southern Utah University Head Start or Early Intervention program.

I _____, holding the position of _____ * in the SUU _____ (location) Head Start/Early Intervention program, certify that I have read or had explained to me, and that I understand the SUU Head Start /Early Intervention Code of Conduct. I am willing to carry out these responsibilities and understand the consequences of violating these policies.

Signed: _____
Name _____ Date _____

Name _____ Date _____

Witness _____ Date _____

*Staff, Volunteer or Consultant