

# **HEAD START OF LANE COUNTY**

## **Volunteer Code of Conduct and Professional Ethics**

Policy: All volunteers are required at time of placement to understand and abide by the codes of conduct as set forth in the Federal Performance Standards 45 CFR 1304.52 (h)(1-3) and Head Start of Lane County. The following standards specify that:

1. I will respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity.
2. Maintaining confidentiality is important to the success of our mission, our reputation in the community and the privacy of clients and staff. Family files, personnel records, financial information, client information and other related information is considered confidential. I am required to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know. Additionally, staff who are also parents may not access confidential information (as defined above) other than what is required within the scope of their job responsibilities. If approached by members of the news media, requesting information regarding Head Start of Lane County operations, I will refer to requests to the Executive Director.
3. I understand that no child shall be left alone or unsupervised while under my care. Supervised is interpreted to mean at least one paid or contracted staff person is present.
4. I will use positive methods of child guidance that do not engage in corporal punishment, emotional or physical abuse, humiliation, isolation or the use of food as punishment or reward or the denial of basic needs.
5. I understand that no child may be removed from the presence of staff other than a child's own parent or guardian or other authorized person.

### **Volunteer Confidential Statement**

As a volunteer of Head Start of Lane County, I understand that I may have access to confidential information, both verbal and written, relating to clients, volunteers or staff and the organization.

I understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position at this organization.

I also agree not to discuss these same matters after I have left my volunteer position at this organization. I further understand that breach of this agreement shall constitute grounds for and may result in termination of my volunteer status with this organization, except where such disclosure is consistent with stated policy and relevant legislation.

## Volunteer Drug and Alcohol Policy

Head Start of Lane County has established this Volunteer Drug and Alcohol policy to provide volunteers with procedures regarding illegal drug and alcohol use.

1. All volunteers will be governed by the principles of a drug and alcohol-free workplace.
2. Volunteers will not be under the influence and/or have present on the body any alcohol, illegal drugs or other drugs which could impair the volunteer's ability to perform the job or use equipment during working hours.
3. Volunteers will not use alcohol, illegal drugs or abuse other drugs during working hours or breaks.
4. Volunteers will not possess, store or transport alcohol or illegal drugs or drug paraphernalia while on Head Start of Lane County property or related work.
5. Volunteer will not transfer, sale, distribute or dispense alcohol, illegal drugs or other drugs to any other volunteer or to any other person on Head Start property or Head Start vehicles or while acting in an official capacity with Head Start of Lane County.
6. Volunteers will notify the Volunteer Coordinator of conduct by any other volunteer who is believed in violation of this policy.
7. This policy is not intended to affect everyday situations (normal over the counter or prescription drugs in the prescribed or appropriate manner and/or possession or transportation of gifts of beverages containing alcohol).
8. A "need to know" basis will be carefully observed so that only those persons with the "need to know" the information may discuss or otherwise divulge any information concerning such matters. Records of such matters will be kept in a separate locked file.
9. Policy violation will result in termination of the volunteer.

## VOLUNTEER CHILD ABUSE POLICY AWARENESS

Head Start of Lane County's complies with state law (ORS 419.B-419B.045) requiring staff to report any cases of suspected or identified child abuse. These reports are made to the Department of Human Services – Child Welfare Program (DHS-CWP).

As stated in the HSOLC policy (4), parents, community volunteers and practicum students are not required but encouraged to report their concerns to a Head Start staff member and DHS-CWP.

**By signing this form, I acknowledge that I have received information on:**

1. Volunteer Code of Conduct and Professional Ethics
2. Volunteer Confidentiality Statement
3. Child Abuse Policy, Effects of Abusing on Children & Love and Care for Your Children handouts

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_