

SHORE UP! Inc. Head Start & Early Head Start Program
Standards of Conduct
HSPPS 1302.90(c)

PURPOSE:

The Standards of Conduct provides guidelines governing conduct and discipline in Head Start and Early Head Start. This comprehensive document addresses the rights and responsibilities of staff, consultants, contractors, and volunteers and the consequences of unacceptable behavior.

SHORE UP! Inc. is committed to maintaining a safe and effective learning environment in its centers. Staff, consultants, contractors, and volunteers have rights and responsibilities which must be understood to ensure such conditions.

POLICY:

SHORE UP! Inc. must implement positive strategies to ensure that all staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children.

REQUIREMENTS: When providing care for children enrolled in the Head Start & Early Head Start Program (0-5 years old), staff, consultants, contractors, and volunteers will:

- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- (ii) Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including at a minimum:
 - (A) Corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;
 - (B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as

- inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;
- (C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self-worth or emotional well-being. Examples include, but are not limited to, using seclusion, using, or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
- (D) Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment;
- (iii) Ensure staff, consultants, contractors, and volunteers report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws;
- (iv) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- (v) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable Federal, State, local, and Tribal laws; and,
- (vi) Ensure no child is left alone or unsupervised.

PROCEDURES:

- I. Included in the contractual agreement, Memorandum of Understanding (MOU), etc., each consultant, contractor, and local education agencies (LEAs) will sign an agreement to comply with all the Standards of Conduct.
- II. Each new staff and volunteer will sign an Acknowledgement of Standards of Conduct upon completion of agency orientation held at the time of employment. This signed document is evidence that the policies and procedures were reviewed.
- III. Professional development training will be held during pre-service and in-service days throughout the year to enhance knowledge and understanding of the Standards of Conduct. The Acknowledgement of Standards of Conduct will be signed annually stating they have received, understand, and will abide by the policy.

VIOLATION:

Failure to comply with the Standards of Conduct for staff, consultants, contractors, and volunteers will result in following the Employee Conduct & Disciplinary Action Policy including:

- Administrative leave,
- Internal review,
- Final decision based on Office of Child Care (OCC)

Failure to comply with the above statements for consultants, contractors, and LEAs, will result in termination of the relationship by the individual who violated the Standards of Conduct. SHORE UP! Inc. will request a new consultant or contractor to appoint, if feasible.

Board Approval: _____

Date: _____

Policy Council Approval: _____

Date: _____