

EMPLOYEE CONDUCT POLICY

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SOCIAL MEDIA POLICY

Employees of The Hockessin Montessori School agree to be respectful of the organization, its programs, the youth that participate in them, and its employees in all communications in their profile, blog or other Internet sites and communications. This includes the following:

- Prohibited use of obscenities, profanity or vulgar language;
- No engagement in harassment or intimidation;
- No posting of comments that are derogatory with regard to an individual person's race, gender, religion, sexual orientation, or disability;
- No engagement in sexually explicit, suggestive, humiliating, or demeaning comments.

The Hockessin Montessori School Professionals, Advisors, Summer Camp and Extended Care Staff, and Volunteers will refrain from any proactive one-on-one communications with minors on social networking sites. ("Minors" and "Youth" in this case are identified as those individuals under the age of 18 who are associated with The Hockessin Montessori School). They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with minors. Responses to youth-initiated communications should be limited to those that are Program related. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times.

The Hockessin Montessori School Professionals, Advisors, Summer Camp and Extended Care Staff, and Volunteers must recognize that they are role models for teens at all times, and will limit their public profile to information, comments, photos, etc. that are appropriate should a minor or parent/guardian view them.

EMPLOYEE, VENDOR, & VOLUNTEER CODE OF CONDUCT

This Code of Conduct serves as a guide for the types of behavior expected of stakeholders and the rules, regulations, policies, procedure, and practices by which they must abide.

During the work period, each stakeholder is expected to conduct her/himself in a manner befitting her or his status as an employee, vendor, or volunteer of The Hockessin Montessori School.

Code of Conduct

1. To protect The Hockessin Montessori School's students, staff, volunteers, and program participants, at no time may a staff person or volunteer be alone with a single child where the staff person or volunteer cannot be observed by others.
2. Staff shall never leave a child unsupervised.
3. Staff and volunteers will make sure a restroom is not occupied before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open.
4. Staff and volunteers will conduct and supervise private activities (diapering, putting on bathing suits, showering) in pairs. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.

6. Staff and volunteers will respect children’s rights to not be touched in ways that make them feel uncomfortable. A child’s right to say “No” is to be encouraged and respected. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. Any touching or affection must be observable by others.
7. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks.
8. Staff and volunteers will use positive techniques of guidance, including redirection and encouragement rather than competition, comparison, and criticism.
9. Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
10. Staff and volunteers will not have private interactions through social media, computer, or handheld devices with any children in the program.
11. Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
12. Staff and volunteers will refrain from intimate displays of affection toward others.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment is prohibited.
16. Staff may not be alone with children they meet in The Hockessin Montessori School’s programs outside of The Hockessin Montessori School. This includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to approval from the Head of School.
17. Staff are not to transport children in their own vehicles.
18. Staff may not date program participants under the age of 18 years of age or have not yet graduated from High School.
19. Under no circumstance should staff release children to anyone other than the authorized parents, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with HMS).
20. Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting, and reporting child abuse and attend prevention training.

Appropriate & Encouraged Interactions

- Praise, encouragement, & acknowledgement
- Asking permission to touch for necessary purposes
- Pats on the back or shoulder
- Side hugs
- Handshakes & High Fives
- Warmth & Kindness
- Public social media alerts to groups of kids & parents

Inappropriate & Prohibited Interactions

- Isolated, one-on-one interactions
- Risque jokes or Profanity
- Gift Giving to individual children or Favoritism
- Frontal hugging
- Photographing individual children
- Contact outside of program activities
- Exchanging personal email or phone numbers
- Private interactions through social media, computer or handheld devices

Harmful & Prohibited Interactions

- Patting buttocks
- Actions or speech that humiliates, threatens, ridicules, degrades or frightens
- Corporal punishment of any kind
- Touching of personal area - face, mouth, legs, breasts, stomach, genitals
- Intimate, romantic, or sexual conduct
- Showing pornography or involving youth in pornography