



Food Bank Farm Camp Code of Conduct



Students are our number one priority. As a Staff/Volunteer member, I promise to strictly follow the rules and guidelines in this Staff/Volunteer Code of Conduct as a condition of my work with the Food Bank Farm Camp and the Orangevale-Fair Oaks Community Foundation (OVFOCF).

The Orangevale-Fair Oaks Community Foundation (OVFOCF) and Food Bank Farm Camp are committed to the safety and protection of children and youth. This Code of Conduct, along with the OVFOCF's child safety policies and procedures applies to all staff, employees, and volunteers who represent the OVFOCF and who interact with children or youth in both a direct and/or unsupervised capacity.

OPEN CONDUCT POLICY

The public and private conduct of staff, employees, and volunteers acting on behalf of the OVFOCF inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. This includes speech, jokes, or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children and youth at all times.

We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. The OVFOCF and Farm Camp personnel and volunteers are prohibited at all times from physically disciplining a child.

Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are not to happen unless in a public area or in a room where the door is left open and observed by a Supervisor or OVFOCF Staff Member. Any one-on-one meeting must be approved by the OVFOCF Staff.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that children and youth are being maltreated in any way. Suspected abuse or neglect must be reported to the appropriate organizational and civil authorities as described in the following child safety policies and procedures.

Staff and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept or give gifts to children without the knowledge of their parents or guardians.

PRIVATE ELECTRONIC COMMUNICATION POLICY

Communication with children by staff and volunteers is only allowed for OVFOCF and Farm Camp business. For the protection of all concerned, the key safety concept that will be applied to these interactions is *transparency*. The following steps will reduce the risk of private or otherwise inappropriate communication between staff, volunteers, and minors:

- Communication between OVFOCF and Farm Camp personnel (including volunteers) and children/youth that is outside the role of the professional or volunteer relationship is prohibited.
- Where possible, email exchanges between a minor and a person acting on behalf of the organization are to be made using an OVFOCF email address.
- Electronic communication that takes place over a OVFOCF network or platform may be subject to periodic monitoring.
- Staff, and volunteers who use text messaging or any form of online communications including social media (Facebook, Twitter, etc.) to communicate with children/youth may only do so for activities involving OVFOCF business.

PROCEDURES FOR REPORTING VIOLATIONS OF THIS STAFF/VOLUNTEER CONDUCT POLICY

The organizational contact for questions about or reports of breaches of this Code of Conduct is Angela Lee: angela@ovfocf.org, 612-963-7030. If the supervisor is not available, or if the behavior involves a direct supervisor, Brad Squires: brad@ovfocf.org, 530-312-0968, should be contacted.

The OVFOCF and Food Bank Farm Camp will not discharge or in any manner retaliate or discriminate against any person who, in good faith, submits a report to DCF, expresses a concern, or reports a breach of any of the behaviors contained in this Code.

ALL reports of sexual or physical abuse will be reported to the proper authorities immediately by phone and written within 36 hours (per California Penal Code Section 11166.5) The law calls for all reports that contain “reasonable suspicion” which is defined as when a reasonable person, in a like position, would have reason to believe that there is a possibility that abuse may have occurred. It is not proof, or even belief that allegations are true, but a reasonable suspicion. A OVFOCF staff member will supervise all reports to ensure proper and full reporting.

- OVFOCF & Farm Camp Staff and Volunteers should never ask a minor to keep ANY secret, as this promotes vulnerability and violates trust.
- OVFOCF & Farm Camp Staff and Volunteers are expected to report suspicious behavior of other OVFOCF or Farm Camp Staff, Volunteers, or other adults for evaluation. Examples of suspicious behavior:
 - An unusual connection to or possessive attitude towards a minor student. This includes long phone calls, jealousy, exclusiveness, treating minors as peers, etc.
 - Secretive behavior or a violation of any of the above guidelines.
 - Students expressing that a volunteer or staff member is “creepy” or makes them uncomfortable.
 - Lewd joking between volunteers or staff and students.
 - Students reporting “accidental” inappropriate physical contact.
 - “Leering” or speaking of students in unusual ways by volunteer or staff.
 - Frequent “intense” conversation between a volunteer or staff and a student.
 - A volunteer or staff refusing to separate themselves from a particular student.

POLICIES REGARDING PREVENTION OF MINOR SEXUAL ABUSE

- Conduct with staff and volunteers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.
- Staff and volunteers must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.
- Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private. Even hugging a student in private should be avoided.
- Use a team approach to managing emergency situations.
- NO discussions of a sexual nature should ever be engaged in, no matter how seemingly innocent. If a minor discusses ANYTHING of sexual or romantic nature, the conversation should be politely cut off and immediately reported and documented (screen shot, written report) to a OVFOCF Staff Member.
- OVFOCF and Farm Camp Staff and Volunteers are expected to uphold the highest standards of clear and safe behavior.

STATEMENT OF RECEIPT AND AGREEMENT

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my employment or volunteer service to the children and youth of the Food Bank Farm Camp and OVFOCF Programs.

I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Never be alone with individual children and/or youth at organizational activities without the authorization of the Farm Camp Teacher and/or OVFOCF Staff.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times, and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- Sign in at the volunteer check-in immediately upon arrival.
- Wear or show volunteer identification during Farm Camp.
- Follow the directives given by the Farm Camp Teachers and OVFOCF Staff, because I am a volunteer at Farm Camp to support the teacher.
- Treat each student the same, I understand this is not a time to visit with my friends or children I know.
- Turn my cell phones off or on vibrate and will ask for permission from the Farm Camp Teacher or OVFOCF to answer.
- Maintain confidentiality outside of Farm Camp and will share any concerns that I may have with the teacher and OVFOCF Staff.
- I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- I agree to report to the appropriate Teacher, Farm Camp or OVFOCF Staff personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
- Sign out when I leave, so the Farm Camp Team can log my valuable volunteer hours.
- Comply with the mandatory reporting laws of California and with the OVFOCF and Food Bank Farm Camp Policies and Procedures to report suspected child abuse. I understand that failure to report suspected child maltreatment to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children and/or youth.

I will not:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Transport students without the written permission of parents or guardians and without expressed permission of the OVFOCF Staff.
- Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children or youth via text messaging, email, Facebook, Twitter or other similar forms of electronic or social media.
- Use Profanity in the presence of children and/or youth at any time.

The Orangevale-Fair Oaks Community Foundation and Food Bank Farm Staff and Volunteers must make the protection of all minors their number one priority. This includes personal safety and shielding from sexual, physical, and emotional abuse. The OVFOCF and Farm Camp administrators treat incidents of child abuse in any form with the utmost seriousness. Anyone in this organization who abuses a minor in any way with a child will be reported and prosecuted to the full extent of the law.

I understand that as a person working with and/or providing services to children and youth through the Orangevale-Fair Oaks Community Foundation and Food Bank Farm Camp I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and agree to follow the standards it contains. I understand that any action inconsistent with this Code of Conduct, or failure to act as mandated by this Code of Conduct may result in disciplinary action up to and including removal from my position.

Name (Print): _____

Signature _____

Date: _____