

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

SUBJECT:

Standards of Conduct

POLICY:

The grantee and delegate program ensures that all staff, consultants, and volunteers abide by the program's standards of conduct.

This policy relates to [Head Start Performance Standards Part 1302.90](#)

PROCEDURE:

1. These standards specify that staff consultants, and volunteers will:
 - a. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
 - b. Follow program confidentiality policies concerning information about children, families and other staff members.
 - c. Assure that no child is left alone or unsupervised while under their care
 - d. Refrain from using any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child
 - e. Use positive methods of child guidance and not engage in corporal punishment. Corporal punishment is defined as physically striking or hitting a child in any manner that is meant as a punishment.
 - f. Not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
 - g. Not bind or tie a child to restrict movement or tape a child's mouth.
 - h. Not use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family.
 - i. Not use physical activity or outdoor time as a punishment or reward.
2. The program ensures that all employees engaged in the award and administration of contracts or other financial awards sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.
3. Staff members will not falsify Head Start related information of any kind for any reason including an attempt to help a child qualify for services by requesting or encouraging incorrect information from a parent or family member.
4. The Personnel Policies and Procedures for each individual program (grantee and delegate) include the provision of appropriate penalties for violating the standards of conduct. If an individual delegate program does not have a policy that addresses

the violation of the standards above, employees in that program will be held accountable to the BSACAP personnel policies on disciplinary actions found in the most recent personnel policies manual. As a result, any violation of these standards by a staff member will result in disciplinary action up to and including termination.

5. If a staff member is accused of abuse against an enrolled Head Start child or using any form of corporal punishment, the individual will be immediately suspended from his/her position of interacting with children until an investigation is conducted and it is determined whether the claim is substantiated. If it is found that the staff person is guilty of child abuse/corporal punishment, their employment with the agency will be immediately terminated.
6. While the employee is under investigation by child protective services or the agency, it will be the decision of the individual delegate program to determine whether the employee will receive their regular wages while suspended.
7. If the grantee or the child protective services agency has determined that a staff member is guilty of leaving a child alone/unsupervised, released to an unauthorized individual, or using an inappropriate method of discipline (i.e. corporal punishment), the grantee Head Start Director will make a report to the Region IV Head Start office within 24-48 hours of the determination.