

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 1304.52](#)*

PROCEDURE:

1. These standards specify that:
 - a. All staff, consultants and volunteers will 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. They will follow program confidentiality policies concerning information about children, families and other staff members.
 - c. No child will be left alone or unsupervised while under their care
 - d. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
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.