



Communities
In Schools

Jacksonville

VOLUNTEER CODE of CONDUCT

Communities In Schools of Jacksonville

1. Volunteers will dress appropriately while interacting virtually with students.
2. Using, possessing, or being under the influence of alcohol or illegal drugs during volunteer hours is prohibited. Smoking or use of tobacco in the presence of children or parents during volunteering is prohibited.
3. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
4. Volunteers will be aware of background setting and surroundings while virtually interacting with students.
5. Volunteers will not have private interactions through social media, computer or handheld devices with any children in the program.
6. At no time during a Communities In Schools program may a staff person or volunteer be alone with a single child such that the staff person or volunteer cannot be observed by others.
7. Volunteers will never leave children unsupervised. Volunteers will make sure restrooms are not occupied before allowing children to use the facilities. Volunteers will stand inside doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open.
8. Volunteers 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.
9. Volunteers will refrain from intimate displays of affection towards others.
10. Volunteers will respect children's right to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected.
11. Volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Volunteers will refrain from full frontal hugging, touching of personal areas or patting of the buttocks.
12. Volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
13. 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.
14. Volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
15. Volunteers will respect the privacy of all individual participating in CIS programs and will ensure confidentiality is maintained, as appropriate.

16. Volunteers are to avoid outside interactions with CIS students. This includes babysitting, sleepovers, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to administrator approval.
17. Under no circumstances should Volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written authorization on file with CIS).
18. Volunteers are required to report any suspicion of child abuse to CIS staff.
19. Volunteers are to be treated with respect at all times. Reprimands, for example, will be delivered privately, preferably in person.