Standards of Conduct

Every related service therapist is expected to act in a professional, responsible, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment.

**As a Service Provider:**

1. **I WILL** respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
2. **I WILL** follow program confidentiality regarding personally identifiable information concerning children, families, and other staff members.
3. **I UNDERSTAND** that no child will be left alone or unsupervised while under my care.
4. **I WILL UTILIZE** positive methods of child guidance to support children’s well-being and prevent and address challenging behavior. I will not maltreat or endanger the health or safety of children, I will not:
* Use corporal punishment
* Use isolation to discipline a child
* Use physical restraint to hold a child against his/her will and limit a child’s body movements for a lengthy period of time
* Use or withhold food as a punishment or reward
* Use toilet learning/training methods that punish, demean, or humiliate a child
* Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child
* Physically abuse a child
* Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family
* Use physical activity or outdoor time as a punishment or reward

Discipline and Behavior Management

To ensure the safety, health, and well belling of children and staff CEO has developed the following guidance for Related Service Providers to have a clear understanding of appropriate practices and strategies to implement when interacting with children.

1. Service Providers will provide nurturing and responsive care to children within quality, supportive environments.
2. The use of corporal punishment is strictly forbidden by CEO and OCFS regulations.
3. Any discipline measure that may frighten or humiliate a child is strictly forbidden by CEO and OCFS regulations.
4. Prohibiting or delaying food as a form of punishment is strictly forbidden by CEO and OCFS regulations.
5. Prohibiting or delaying outside time as a form of punishment is strictly forbidden by CEO and OCFS regulations but may be used as a reward.
6. Service Providers will use positive reinforcement and redirection as the primary means of discipline.
7. Service Providers will reframe from yelling, obvious frustration, and sarcasm.
8. Classroom rules will be developed collaboratively between all classroom staff and children. Rules will be reviewed daily and should be consistent with the pyramid model for social-emotional development and the Creative Curriculum guidance.
9. The use of time-out is restricted. A child may be separated from the group if the teacher/therapist accompanies them to discuss the situation.
10. The use of physical restraint is prohibited.

Mandated Reporter

1. Mandated reporters are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment. These reasons may include, but are not limited to, a child verbally reporting an incident or visible signs of abuse or neglect on the child.
2. ***When a parent self-reports*** *that CPS has become involved with their child because of suspected abuse or neglect, Service Providers are still responsible to call the mandated reporter hotline and report what they were told.*
3. If a Service Provider calls due to something the child has told them during program hours in CEO sites, Service Providers will make Center Manager aware of the call.
4. A copy of the report will be emailed to the Center Manager.
5. If a Service Provider informs the manager of a concern, but do not call the hotline, or the manager has reason to believe a call was not made; the manager must call the hotline.

Safe Sleep

Please note that CEO follows safe sleep practices, including ensuring that all sleeping arrangements for children under 18 months of age use firm mattresses or cots, as appropriate, and for children under 12 months, soft bedding materials or toys must not be used.

Cell Phone Usage While Supervising Children

According to OCFS the use of any type of personal electronic media device for social or entertainment purposes, including but not limited to, listening to music on headphones, playing screen games, surfing the internet, sending e-mails, or making personal calls while supervising children is prohibited. The use of mobile phones is permitted as necessary to promote the children’s safety and ensure the orderly operation of the program.

By signing below, I am attesting that I have reviewed these policies with a CEO Staff Member.

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Service Provider Name/Agency (if applicable)

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Service Provide Signature

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Date