



East Missouri Action Agency Head Start staff, consultants, contractors and volunteers will:

1. *Respect* and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. *Ensure* staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
3. *Ensure* staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - A. Use corporal punishment;
 - B. Use isolation to discipline a child;
 - C. Bind or tie a child to restrict movement or tape a child's mouth;
 - D. Use or withhold food as a punishment or reward;
 - E. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - F. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - G. Physically abuse a child;
 - H. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - I. Use physical activity or outdoor time as a punishment or reward;
4. *Ensure* no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
5. *Must* uphold the agency's confidentiality guidelines stated as follows:
 - A. No information regarding children and families of children enrolled with East Missouri Action Agency Head Start is to be discussed outside of the work setting or Board/Council meetings;
 - B. Information is to be discussed within the work setting only as is necessary and related to program operations/business or decision-making.
 - C. No information learned at East Missouri Action Agency Head Start staff meetings, child staffing, home visits (either teacher visits or social services visits) or Head Start classroom may be discussed or used in any way outside of the Head Start center unless written consent is given.
 - D. Head Start children and family's personal information contained in the enrollment or family file must be secured and only accessed by authorized personnel
6. *All* staff will also adhere to NAEYC Code of Ethical Conduct and Statement of Commitment.
7. *All staff persons* are "mandated reporters". All staff are legally obligated to report suspected child abuse or neglect to the appropriate state child protection agency.
8. *Failure* to adhere to any/all of the code of conduct will result in immediate disciplinary action, as outlined in the EMAA Personnel Policy Manual for staff and removal of volunteers, consultants and contractors.