



Children's Advocacy Center of Comal County, Inc.
Code of Conduct

- Whenever Possible, CAC Staff and Volunteers will avoid child/adult one on one interaction. In the event that it becomes necessary for an adult/child one on one interaction, it will be conducted in a room that is visible, thorough an open door, window or camera, by another adult.
- Whenever possible, children who come to the CACCC should use the bathroom by themselves. If a child needs assistance it should be by the person accompanying the child. In the event that a CAC Staff member or Volunteer needs to assist a child in the bathroom, the door will remain open and the interaction will be visible by another adult in the room.
- Whenever possible, children who need to have their diaper or clothes changed should be assisted by the person who accompanied them to the CACCC. In the event that a CAC staff member or Volunteer must help with a diaper or clothes change they will do so with the door open and in full visibility of another adult in the room.
- CAC staff and volunteers will use appropriate touching at all times. This includes high-fives, fist bumps, handshakes and pats on the back or shoulders. If a child initiates other types of physical contact, such as hugs, hand holding or lap sitting, CAC staff and Volunteers will do so in the presence of another adult.
- CAC Staff and Volunteers will respect a child's right not to be touched and their right to say no. CAC Staff and Volunteers will ask a child before initiating any type of physical contact. If a child says no or indicates that he/she is uncomfortable with physical contact the Staff and Volunteers will refrain from touching them. At no time will any Staff or Volunteer touch a child in areas the child considers private or that are covered by a bathing suit. (With the exception of diapering or assisting with the bathroom).
- Photographs will only be taken with the child's permission and in the presence of another adult.
- Children at the CAC will be allowed to play and express themselves; however, play that becomes destructive or harmful to the child or others will be stopped and redirected in a calm and respectful manner. At no time will a CAC Staff member or Volunteer yell at, humiliate, spank, slap or otherwise punish a child while at the CACCC.
- The CACCC will not tolerate any abuse of any child at any time by Staff or Volunteers and may result in dismissal and a report to local authorities.
- Children who are at the CACCC will be supervised at all times.

- Other than the approved comfort items, CAC Staff and Volunteers will not give gifts to children or accept gifts from children who come to the CACCC.
- CAC Staff and Volunteers will not create and develop a relationship with a child that came to the CACCC outside of their professional relationship.
- CAC Staff and Volunteers will refrain from profanity, inappropriate jokes, sharing overly personal information, intimate displays of affection, drugs, alcohol and tobacco products in the presence of children at the CACCC
- CAC staff and Volunteers will report any suspicions of child abuse in accordance with the Texas family code and fully cooperate with any investigations.

I have read the CACCC Code of Conduct and agree to follow all of the child protection policies listed.

Signature

Date

Witness

Date