

# New Hope: Code of Conduct

## Preamble

This code of conduct is set forth to provide BCCAC staff, volunteers, interns and board members guidelines for professional interactions and ethical conduct while representing BCCAC in any capacity while at work or in the community at large on behalf of BCCAC and the clients served. The Code of Conduct is intended to serve as a guide, not legal rules, and therefore should not be considered a legally binding standard of conduct. BCCAC may not be held liable for the actions of its employees, volunteers, interns, or board members when acting in good faith. The child and non-offending client specific guidelines are set forth to create a safe environment that embodies the standards which BCCAC teaches in the community as best practices for child safety. It is designed to facilitate a safe environment for staff, volunteers, interns, board members and our clients.

BCCAC staff, volunteers, interns, and board members will:

1. Make the best interest of the child a priority and conduct themselves in a manner consistent with the best interests of the child at all times.
2. Abide by this Code of Conduct and all laws and regulations governing the appropriate reporting, investigation, and treatment of child abuse in the state of Tennessee.
3. Respond to children and non-offending caregivers or other adults accompanying a child with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
4. Read and sign all policies relating to identifying, documenting, and reporting child abuse.
5. Uphold the confidentiality of all client information as set forth in the confidentiality agreement which was signed prior to beginning employment and or service at BCCAC.
6. Be trained in and act according to the best practices of their appropriate fields as well as in the areas of child abuse and neglect, child development, and cultural diversity.
7. Attend a Darkness to Light Stewards of Children prevention training.
8. Uphold the credibility and dignity of the Children's Advocacy Center (CAC) model by conducting all business in an honest, fair, professional, and humane manner. When in a public venue be it in person, online or in print, BCCAC staff and board members acknowledge that their personal behavior and comments may be associated with their role in the community as a BCCAC representative. BCCAC staff and board members will conduct themselves in these public arenas in a professional and respectful manner at all times.
9. Maintain professional relationships with BCCAC staff members, volunteers, clients, multidisciplinary team members, and board members. This includes but is not limited to:
  1. Not allowing themselves to be alone with a single child where the BCCAC staff person, volunteer or intern cannot be observed or interrupted by others.
  2. Having supervisory eye or ears on any child or non-offending caregiver/accompanying adult while in the BCCAC facility.
  3. Physical contact between child/client and staff/MDT must be consistent with the safety and well-being of the child/client.
  4. Respecting a child'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,

unless there is an imminent safety issue that requires action to avoid potential injury.

10. Refrain from engaging in dual, nonprofessional relationships (business, financial, social, or sexual) with clients of the BCCAC.
11. Not use their position to promote personal gain.