
	DHS Early Head Start Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/26/16	Policy Council Revision: 4/23/24	Governing Body Approval: 9/19/16	Governing Body Revision: pending
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Policy:

In accordance with Federal Register Title 45, Subpart I – Human Resources Management, Section 1302.90(c)(1)(2), all Head Start staff (including substitutes), consultants, contractors, and volunteers must abide by the following:

- Implement positive strategies to support children’s well-being and prevent and address challenging behavior;
- Do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum:
 - o Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;
 - o Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;
 - o Emotionally harmful or abusive behavior, defined as behaviors that harm a child’s self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
 - o Neglectful behavior, defined as the failure to meet a child’s basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;
- Report reasonably suspected or known incidents of child abuse and neglect;
- Respect and promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members;

- Ensure no child is left alone or unsupervised.

In addition to the Standards of Conduct, Head Start staff (including substitutes), consultants, contractors, and volunteers must adhere to their agency's personnel and confidentiality policies.

Failure to comply with the City of San Antonio Department of Human Services Head Start Program Standards of Conduct may lead to disciplinary actions and up to termination.

~~The Head Start Program staff, including Early Head Start, substitutes, consultants, contractors, and volunteers must abide by the program's Standards of Conduct that:~~

- ~~a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;~~
- ~~b. Ensure staff, including substitutes, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - ~~i. Use corporal punishment;~~
 - ~~ii. Use isolation to discipline a child;~~
 - ~~iii. Bind or tie a child to restrict movement or tape a child's mouth;~~
 - ~~iv. Use or withhold food as a punishment or reward;~~
 - ~~v. Use toilet learning/training methods that punish, demean, or humiliate a child;~~
 - ~~vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;~~
 - ~~vii. Physically abuse a child;~~
 - ~~viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,~~
 - ~~ix. Use physical activity or outdoor time as a punishment or reward;~~~~
- ~~c. Ensure staff, including substitutes, consultants, contractors, and volunteers 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;~~
- ~~d. Ensure the program's Standards of Conduct are reviewed and signed by staff, including substitutes, consultant, contractors, and volunteers annually. Documentation must be maintained in all staff files.~~

~~e. Require staff, including substitutes, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and~~

~~f. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.~~

~~Furthermore, all staff, consultants, contractors, volunteers, Head Start Policy Council members, and Advisory Committee members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties including termination of staff, consultants, and volunteers who violate the Standards of Conduct.~~

Performance Standard(s):

1302.90(c)(1); 1303(C)