
	<b>DHS Early Head Start Program Policy</b>		
<b>PDM 2</b>			
<b>SUBJECT</b>	Standards of Conduct		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/26/16</b>	<b>Policy Council Revision: 5/25/22</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 8/4/22</b>
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**Policy:**

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)

