

Silton Swim School Employee Policies

Code of Conduct

1. I will place the emotional and physical well being of the child first.
2. I will provide a safe learning and playing environment for all students and staff.
3. I will lead, by example, in demonstrating fair play and good sportsmanship.
4. I will treat each student with respect and as an individual, remembering the large spread of emotional and physical development in the age groups being taught.
5. I will demonstrate true interest in the children and approach each lesson with enthusiasm and responsibility with attention to detail.
6. I will conduct myself as a mature and responsible employee.
7. I will be courteous to parents and spectators.
8. I will refrain from eating food during working hours in the presence of children except during scheduled lunch.
9. I will support a drug, alcohol and tobacco-free school environment.
10. I will not discuss personal matters during work hours with other employees or students.
11. I will refrain from use of abusive or offensive language or behavior.
12. I will adhere to the sexual abuse and verbal abuse standards stated on the back of this form.
13. Inappropriate physical contact is absolutely forbidden.

Social Media

As an organization with a commitment to quality of swimming education and the safety of our students, as well as the preservation of our reputation as a school, the standards for appropriate online communication at Silton Swim School are exceptionally high. While we respect the right of students, employees, alumni and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our staff at all times.

The lines between public and private are blurred in the digital world. By identifying yourself as a Silton Swim School employee online, you are now connected to colleagues, students, parents and the school's community. You should ensure that content associated with you is consistent with your work at Silton Swim School.

In posting material on personal social media sites, you agree NOT to:

- Post photographs of students at Silton Swim School.
- Post any confidential information about students at Silton Swim School.
- Post material that Silton Swim School determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any student, individual or entity.
- Post phone numbers, email addresses, or other confidential information of students, staff, or any other person other than yourself.
- Post material that infringes on the rights of Silton Swim School.

Additional Social Media Policies

- My online behavior will reflect the same standards of honesty, respect, and consideration that I use face-to-face, and be in accordance with the highest professional standards.
- Comments related to Silton Swim School should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting personal photographs and videos, thought should be given as to whether the images reflect on your professionalism.
- Regardless of your privacy settings, please refrain from posting personal photographs related to alcohol or tobacco use and inappropriate behavior.

By signing below, I will adhere to and understand the policies regarding social media set forth by the directors of Silton Swim School and are aware that if I am non-compliant with any of the above policies, termination of employment may be automatic.

Print Name: _____ Date: _____

Signature of Employee: _____ Date: _____

Assault & Verbal Assault/Sexual Abuse & Misconduct

Silton Swim School is committed to creating and sustaining a school environment in which students, staff and volunteers can work in an atmosphere that is open, healthy, safe and unhampered by discrimination. Consistent with this commitment and in keeping with federal and state law requirements, it is the policy of Silton Swim School that sexual assault and sexual exploitation will not be tolerated. Non-consensual sexual conduct and other forms of sexual violence can be traumatizing and detrimental to a persons learning experience and over all health and has no place in our community. Silton Swim School will take any and all action needed to prevent, correct, and discipline behavior that violates this standard of conduct. Due diligence will be applied to ensure proper and expeditious disciplinary review processes and the delivery of any appropriate resulting action. Silton Swim School will make every effort to provide assistance and support to victims of sexual assault in a thorough, consistent, and sensitive manner.

Silton Swim School is committed to the safety and well being of all children and staff accessing our services. The following policies, related to child/adult sexual abuse and verbal and physical assault, will be adhered to by all staff and volunteers.

The following definitions are specific examples of behavior that will not be tolerated in any form at Silton Swim School:

Sexual Abuse: Child sexual abuse involved any sexual activity with a child where consent is not or cannot be given.

Sexual misconduct: includes behavior by an educator/staff member that is directed at a student and intended to sexually arouse the educator or the child. For example, making photographs or videos or other visual or auditory recordings of any sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual.

Verbal Assault: the use of words to cause harm to the person being spoken to. While verbal assault is primarily perceived as oral profanity towards another person, it can also exist in written form. It may also consist of shouting, insulting, intimidating, threatening, shaming, demeaning, or derogatory language, among other forms of communication.

Assault: the crime of trying or threatening to hurt someone physically. A violent physical or verbal attack. A threat or attempt to inflict offensive physical contact or bodily harm on a person (as by lifting a fist in a threatening manner) that puts the person in immediate danger of or in apprehension of such harm or contact.

By signing below, I will adhere to and understand the policies regarding assault, verbal assault, sexual and misconduct set forth by the directors of Silton Swim School and are aware that if I am non-compliant with any of the above policies, termination of employment may be automatic.

Print Name: _____ Date: _____

Signature of Employee: _____ Date: _____

I have read all of the above policies set forth by Silton Swim School and understand all of the policies and procedures, and here by promise to adhere to them.

Print Name: _____ Date: _____

Signature of Employee: _____ Date: _____