

## ChicagoCAC Employee, Student & Volunteer Client Interaction Code

This code aligns with a number of ChicagoCAC policies and is meant to reinforce behavior and expectations that are of the utmost importance to the prevention of child sexual abuse.

As an employee, student or volunteer of Chicago Children's Advocacy Center, the following code of conduct is expected to be adhered to with regard to child protection. For the purposes of this document, "client" means any child, youth, parent or caregiver receiving any form of services at ChicagoCAC.

### I understand and agree that I will:

1. Treat all clients participating in ChicagoCAC services and programs with respect and dignity at all times.
2. Only speak to clients in an appropriate manner including positive language, praise, reinforcement and acknowledgement.
3. Only touch clients on non-private areas of their body in consensual ways including handshakes, high-fives, pats on the back, or consensual hugs.
4. Never inflict any physical, sexual, verbal or emotional abuse on a client. This includes the use of corporal punishment of any kind.
5. Only be alone with a client with a door closed when the purpose of my job task necessitates it (a confidential meeting or one-on-one services).
6. Refrain from showing favoritism or preferential treatment to any one client.
7. Never leave a child under the age of 12 unsupervised at ChicagoCAC.
8. Communicate with clients using ChicagoCAC email and phone numbers only, and avoid any contact with clients using my own social media accounts or my personal phone/email, unless explicit approval has been provided by my supervisor.
9. Only release children to authorized parents, guardians, authorized staff members or other adult approved by the parent or guardian.
10. Come to work free of any form of intoxication from use of alcohol or drugs.
11. Maintain confidentiality in all matters pertaining to a particular client, except with matters pertaining to suspected child abuse, suspected child neglect or threat of harm to a child or adult.
12. Adhere to ChicagoCAC's child abuse and neglect reporting policy and the DCFS Abused and Neglected Child Reporting Act (325 ILCS 5/).

**I have read and agree to abide by the aforementioned code. I understand that any reported violation of these rules may result in disciplinary action including possible termination. Finally, I understand that illegal activity and child abuse/neglect will be immediately reported to law enforcement and/or DCFS.**

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_