INCA Community Services
Head Start
Code of Ethics and Conduct
And
Confidentiality Statement

(Please check one):
Employee ☐ Volunteer ☐ Contractor/Consultants ☐ Bus Driver ☐

“I certify that while working with the program, I will abide by the INCA Head Start Code of Ethics Conduct and Confidentiality Statement and demonstrate:

**Commitment to the safety and well-being of all children in my care.**

- I will not leave a child alone or unattended.
- I will not allow practices that are disrespectful, degrading, intimidating, psychologically destructive or physically harmful to children.
- I will be familiar with the signs of child abuse and neglect and implement program and State procedures for dealing with abuse.
- If I have evidence of abuse or neglect of a Head Start child, I will report it to the Oklahoma Department of Human Services.
- I will be aware of and follow program safety and emergency procedures.
- I will take care of all equipment and supplies, and teach children to also respect material things through modeling appropriate behaviors.

**Respect for the unique identity of each child and family.**

- I will refrain from stereotyping any child or family based on gender, race, ethnicity, culture, religion or disability.
- I will make the Head Start classroom a welcoming environment for all children and parents.
- I will provide both boys and girls equal opportunities to participate in all activities.
- I will use books, toys, music, activities and decorations that reflect diversity.

**Use of Positive Guidance.**

- I will always use positive methods of child guidance.
- I will set clear and reasonable classroom rules and will apply them consistently. I will involve children in the rule-making process.
- I will give children opportunities to ask questions, make decisions, and solve their own problems, using their own words.
• I will not engage in corporal punishment, emotional or physical abuse, humiliation, or any discipline that involves isolation or denial of a child's basic needs.
• I will not use food as a reward or punishment
• I will participate in training and mentoring to learn and refine appropriate disciplinary techniques. I will implement this training in the Head Start class.

Compliance with program confidentiality policies.

• I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained through my contact with the INCA Head Start.
• Staff, family and child information is to be shared only with authorized individuals who need the information to perform their job.
• I understand that all information about Head Start children, families or staff obtained or accessed by me in the course of my employment or volunteering is confidential.
• I agree not to divulge or otherwise make known to unauthorized persons any of this information, unless specifically authorized to do so by protocol or by a supervisor acting in response to applicable law or court order, or public health or clinical need.
• I understand that I am not to read information and records concerning program service participants, or any other confidential documents, nor ask questions of program service participants for my own personal information but only to the extent and for the purpose of performing my assigned duties.
• I recognize that maintaining confidentiality includes not discussing confidential data/information outside of the workplace. I agree to limit my own access to person-specific data to that which is necessary to perform my job duties.
• I understand that parents have access to their child's Head Start generated records upon request to the classroom teacher or to a member Head Start Management Team.
• I agree to keep confidential information secure, even after I leave INCA Head Start.

Compliance with all applicable laws, standards, policies and procedures.

• I shall not speak on behalf of INCA Head Start, unless I have the authority given to be by the Head Start Director or Executive Director. I shall take care to protect the integrity of the INCA Head Start Program and INCA Community Services.
• I shall always conduct business in a professional manner that does not conflict with the public interest and dignity of the individual, and with respect and commitment for the rights of Head Start children, parents, staff and communities in accordance with the law.
• I will not have financial interests or outside employment that conflict with the performance of duties.
• I will adhere to equal employment opportunity laws and all other regulations which govern the Head Start program and agency.
• I will maintain good work traits, including good attendance, accepting responsibility, being honest, engaging in educational activities for lifelong learning, and respecting authority.
As per INCA Community Services policy, I will not solicit or accept gratuities, favors, or anything of significant monetary value from contractors, potential contractors, vendors, suppliers, or families wishing to be enrolled for personal use or personal enrichment.

**Consequences of violating the Code of Conduct/Ethics and Confidentiality Statement**

- Employees paid by INCA Community Services violating this Code of Conduct and Confidentiality Statement will be subject to disciplinary procedures as outlined in INCA’s personnel policies and procedures up to and including termination.
- Volunteers (including parents), Contractors, Consultants, Bus Drivers, and Partners: Any of these who breach this Code of Conduct will result in corrective action and could include exclusion from program activities and premises. Additionally, breach of this confidentiality statement and Code of Conduct and Ethics without expressed permission from an authorized individual may be subject to civil and criminal penalties.

I certify that I have read or had explained to me, and that I understand INCA Head Start’s Code of Conduct/Ethics and Confidentiality Statement. I am willing to carry out these responsibilities and understand the consequences of violating these policies.

Signed:

____________________________________________________
Name: Date: