

Youth Volunteer Code of Conduct – Church of Saint Paul

While working as a youth employee or volunteer, **I will:**

- Protect and guide children and other youth (minors) and vulnerable adults entrusted to my care at all times.
- Treat everyone with patience, courtesy, respect, and dignity.
- Be positive, supportive, and caring in my speech and interactions with minors and vulnerable adults.
- Use positive words and encouragement to change behavior and encourage others to do likewise.
- Maintain appropriate physical and emotional boundaries with minors and vulnerable adults. Examples of permissible physical contact include:
 - Brief side hugs or an arm around the shoulder.
 - Brief pat on the shoulder/upper back.
 - Hand-shakes or “high fives”
 - Holding hands during prayer.
 - Holding hands while walking with young children or those unsteady.
 - Brief touching of hand, head, shoulder or arm.
- Always be in the presence of an adult when interacting with minors or vulnerable adult. This means that an adult should be nearby to see and hear what I am doing and help me if I need assistance.
- Promptly report to my supervisor any inappropriate or bullying behavior.
- Promptly report suspected abuse to my supervisor or if it involves my supervisor, report the incident to the next person in a supervisory role, such as a principal or pastor.
- Cooperate fully in any investigation of abuse.
- Observe confidentiality when describing my work experiences to protect the identity of those whom I serve.
- Dress appropriately, consistent with my role and assigned activities, including not wearing any clothing with offensive or profane messages or pictures.

While working as a youth volunteer or employee, **I will not:**

- Use or possess tobacco products.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time.
- Be under the influence of prescribed drugs that impair judgment.
- Use or allow profanity in the presence of minors or vulnerable adults.
- Verbally or physically abuse or threaten anyone.
- Tolerate inappropriate or bullying behavior.
- Provide or allow sexually explicit, violent, disrespectful, or otherwise inappropriate communication, music, recordings, films, games, websites, computer software, mobile device application, or other content to be used.
- Touch a minor or vulnerable adult in an overly affectionate or inappropriate manner.
- Privately communicate (electronically or through any other communication form) with an unrelated minor more than two years younger than myself or an unrelated vulnerable adult whom I serve when not working or volunteering.
- Accept gifts from or give gifts to minors or vulnerable adults without approval from my supervisor.

Sign on Reverse Side



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

United in Faith, Hope and Love

Code of Conduct for Youth Employees and Youth Volunteers Who Interact with Children, Other Youth or Vulnerable Adults

Acknowledgement and Consent

I have read and understand the Archdiocese of Saint Paul and Minneapolis' *Code of Conduct for Youth Employees and Youth Volunteers Who Interact with Children, other Youth or Vulnerable Adults (Code)* and will honor these rules.

I further understand and agree that I am subject to periodic background evaluations (two written references while under 18 years of age and a background check within two weeks of turning 18) and am required to participate in periodic archdiocesan Safe Environment trainings commensurate with my role.

I also understand that I may face consequences or discipline, up to and including removal from service and/or termination of my volunteer role for violations of this *Code*. I, the undersigned, understand and agree that the parent/guardian will be notified at the time of any infraction requiring dismissal from work or a volunteer assignment at the parish or school where the undersigned youth is working or volunteering.

Name of Youth (print): _____

Signature of Youth: _____ Date: _____

Date of Birth: _____