

Code of Conduct for Volunteers:

Our children are our most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines of this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese. Additional information regarding Field Trips may be found in the Handbook, page 21.

A volunteer must do the following:

- Have completed a background check for the current school year.
- Have attended a Protecting God's Children workshop and have the documentation on file with the parish within 1 semester of the event. (Archdiocesan Policy)
- Treat everyone with respect, loyalty patience, integrity, courtesy, dignity and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Service agency. Failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

A volunteer must not do the following:

- Use profanity in the presence of children and/or youth.
- Use any discipline that frightens or humiliates children and/or youth.
- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through any type of contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Speak in a language other than English when in a group.

A volunteer is asked to refrain from conducting business or engaging in conversations on cell phones while having children under their charge. Teachers and parents are relying on you to be in control of your group at all times. If a student is unruly or will not follow the directives of the adult in charge, he/she is to be immediately taken to the teacher.

A volunteer must follow the directives of the teacher and the information that has been given to the parents/guardians regarding the event. There is to be no stopping anywhere that is not specifically stated on the permission form. St. Anselm will not be liable if this guideline is not adhered to.

Parent signature _____ Date _____