

## **Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Junior High and High School Youth Working or Volunteering with Children or Youth**

Revised: 1/12/06 ~ 8/20/07 ~ 10/17/11 ~ 6-18-14

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – both junior high and high school students, including students who are already 18 – who work or volunteer with children/youth must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

### **Code of Conduct for Student Workers/Volunteers**

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

#### **As a student volunteer, I will:**

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my supervisor aware of it so that the matter can be resolved, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

#### **As a student volunteer, I will not:**

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles **Boundary Guidelines and Code of Conduct for Junior High and High School Youth Working or Volunteering with Children or Youth**, and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent/guardian.

**Print Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature of Youth Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature and Title of Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_