

ADULT CODE OF CONDUCT

The Offices of Catholic Schools, Religious Education and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time and form Christian friendships. In addition, we know that our children are the most important gifts God has entrusted to our care. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth and adults who participate. To insure a safe and enjoyable time for everyone, the following guidelines are in effect for adult employees and/or employees throughout the diocese.

- Supervising adults (i.e. principals, teachers, coaches, priests, DRE's, youth ministers catechists, volunteers, chaperones, etc.) are responsible for the actions of participants who are minors. Each school/parish will take full responsibility for any damage done by their members at a program site. We look to supervising adults to help enforce the Codes of Conduct (D 1-4) and to set a good example.
- The possession, use and purchase of alcohol, illegal drugs, weapons*, inappropriate videos, reading materials, or other objects by supervising adults are not permitted, and will result in disciplinary action which could include dismissal from activities. You will be financially and/or physically responsible for your transportation home. In extreme cases legal authorities will be notified, regardless of the time. The possession, use and purchase of tobacco in the presence of minors are highly discouraged. Search and seizure guidelines are in place. (Page 300:11)
- Supervising adults may not provide any alcoholic beverage, tobacco, or illegal drugs to a minor, or provide anything prohibited by law to a person in their care. Medications of any kind may be administered to a minor only with written parental/guardian permission.
- Avoid situations where you are alone with a minor. At least two adults should be present when there is only one minor, and at least two minors should be present when there is only one adult.
- Any one-on-one meetings with a minor should be held in a public area or in a visible area such as in an office with an interior window or an open door so that another adult or youth can be present outside the room as a witness.
- Expensive gifts should not be accepted from a minor or given to a minor.
- Adults should not have inappropriate relationships/friendships with a minor.
- No minor may be disciplined corporally or corrected with abusive or other inappropriate language. Positive reinforcement should always be used. Never spank, shake or strike a minor in your care.
- Always provide a safe environment where all participants can be sure that boundaries will not be violated. Never touch another person in a sexual or other inappropriate manner.
- Always report any suspected abuse according to Article 4 of the Statement of Policy and Procedures on Sexual Abuse, Section II for Non-Incardinated Clergy and Lay Personnel including members of religious orders employed by the Diocese of Owensboro. I understand that failure to report suspected abuse to civil authorities is punishable by law.
- Cooperate fully in any investigation of abuse.
- Treat property with care. If you or someone from your group breaks something, tell the principal/priest/program director.
- Use of pagers and cell phones is discouraged. You are asked to put pagers and cell phones in silent/vibrate mode so as not to disrupt or distract from activities, especially liturgy and prayer.
- Behave in a way that respects the rights of all. Be cooperative, and do those things that promote a good reputation for you and your school/parish.
- Avoid posing any health risk to others (i.e. fevers or other contagious situations).
- If a person becomes aware of anyone violating this Code of Conduct, he/she is responsible for reporting that violation to the appropriate level of supervisor or to the diocesan Office of Safe Environment so the issue can be addressed and minors can be kept safe.

I understand that any serious violation of this Code of Conduct may result in my termination of employment, removal as a volunteer working with minors and/or dismissal from a program. As an employee/a volunteer of the Church, I promise to strictly follow the rules in this Code of Conduct as a condition of my providing services to the minors of our diocese.

*The only exception is those active law enforcement officers who are required by law to carry a weapon. The weapon must be secured at all times from access by any other person.

Employee/Volunteer Name (Please Print) _____

Employee/Volunteer Signature _____ **Date** _____

