

Code of Conduct and Guidelines for Volunteers

Please read and sign this code of conduct and give the signed white copy to the designated person at your church. The yellow copy is for your files.

Acknowledgement:

Because our society is filled with pain, problems and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct – to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

My Commitment to Volunteer Ministry:

I will,

1. Never leave a child or group of children for whom I am responsible unattended. I will provide appropriate supervision at all times.
2. If at all possible have at least one adult, 18 years or older, to help with the supervision of children.
3. Always ask a child's permission before physically touching them anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.
4. Refrain from physical and verbal attacks and corporal punishment which is inappropriate behavior and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touch by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." Always keeping hands at (not below) shoulder level. A caregiver's kiss should be to the forehead or cheek only – not elsewhere. For small children who like to sit on laps, encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the *Caregiver Service Information Form* as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse.*
10. Cooperate with church leadership in conducting children and youth ministries by being loving, kind, firm and always thoroughly professional as a volunteer. Working with children and youth is not only a privilege; it is also a deep

responsibility that must be approached with utmost care. As a volunteer I will participate in orientation and training programs conducted by the church.

The North American Division of Seventh-day Adventists and Adventist Risk Management recommend these guidelines for volunteers which serve as a protection to you, your ministry and the church from allegations of abuse.

I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.

Signed: _____

Date: _____

Print Name: _____

* See Attachment: *Signs & Symptoms of Child Abuse*

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