Our Lady of the Lake
CATHOLIC CHURCH

CODE OF ETHICAL CONDUCT FOR MINORS VOLUNTEERING OR WORKING WITH YOUNGER CHILDREN

You are about to begin what we hope will be a lifelong commitment to volunteering or working for the Catholic Church. It is a privilege to help carry on the mission of Jesus Christ, one that is very important and influential. You now have a responsible position within your parish and you should live up to the expectations of trust that have been placed in you. Moreover, as a minor yourself, it is important that you follow certain rules and guidelines, both for your protection and for the protection of those to whom you minister. The Church takes the issue of misconduct very seriously. Any instance of your misconduct will be evaluated carefully. You are urged to report any instances of misconduct that you see to the adult supervising your area of service.

GENERAL CONDUCT FOR VOLUNTEERS OR EMPLOYEES WHO ARE MINORS

1) You must always be aware of your own actions as well as the actions of those with whom you are working.
2) You must NEVER be alone with an individual in your care; all ministry should take place in a public location where it can be seen by others.
3) You must NEVER drive an individual in your care.
4) Two adults must be present at all times when you are on an outing with younger children in your care.
5) You are NOT to access locker rooms, shower rooms and dressing rooms in use by younger children in your care unless two adults are present.
6) You are NOT to accompany a younger child in your care into a restroom without two adults also present unless the health condition of the child makes it absolutely necessary.
7) You must NEVER have physical contact with children in your care, except when appropriate in the course of your duties (e.g. consoling an injured child, holding the hand of a child when using stairs, etc.).
8) You must NEVER use inappropriate language when working with younger children.
9) You must NEVER provide or be involved with the illegal possession and/or illegal use of drugs and/or alcohol in the presence of younger children in your care, nor are you to provide these substances to the children.
10) You must never use physical force or demeaning language with the children in your care, nor should you discipline or be asked to discipline a child in your care. Discipline is the responsibility of the adult supervisor.
11) You must NEVER take sexual or financial advantage of an individual in your care.
12) You must be aware that the Diocese of Nashville policies, guidelines and code of conduct are to be followed without exception. Our Lady of the Lake personnel take these policies and guidelines very seriously. Immediately alert your supervisor or other trusted adult if you are unable to meet the above obligations or know of someone else in your group who are not meeting their obligations.

COMMITMENT TO ETHICAL CONDUCT FOR MINORS VOLUNTEERING OR WORKING WITH YOUNGER CHILDREN

I promise to follow the rules and guidelines in the *Our Lady of the Lake Code of Ethical Conduct for Minors Volunteering or Working with Younger Children* as a condition of my providing services to the children and youth of our Parish.

I understand that if I commit any action that is inconsistent with the *Our Lady of the Lake Code of Ethical Conduct for Minors Volunteering or Working with Younger Children* or fail to take action mandated by the Code may result in my removal from my position of working with minors.

I further understand that I may, as a condition of continuing in my position, be required to participate in education and training provided by the Parish where I am volunteering or working.

Name of Minor Volunteer/Employee Birth Date

Address City/State Zip

Phone Email (Optional)

We are the parents/legal guardians of _____("Minor"). We have received and support the *Our Lady of the Lake Code of Ethical Conduct for Minors Volunteering or Working with Younger Children* and we have reviewed it with the Minor. We understand that Our Lady of the Lake has a responsibility to provide a safe environment for all of its young people and we know of nothing in the Minor's background that would make him/her unsuitable to work with minor-age children.

Signature of Minor Volunteer/Employee _____

Printed Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____

Date _____

Please return this form to the parish, Attn: Ginger Lannom/Safe Environment Coordinator. If you have any questions, please direct those to Ginger at gingerl@ololcc.org or 615-338-3908.

Our Lady of the Lake is very grateful for your time and service provided to the parish and to our children!