

## Supervisory Adult Code of Conduct

Form D-4 (p. 1 of 2)

The Catholic Diocese of Owensboro is committed to providing a safe environment for minors and vulnerable adults within all activities and ministries of the diocese. All the faithful cooperate in taking every reasonable action to ensure the safety of anyone under their care. The following policies are in effect whenever adults are acting as employees and/or volunteers (“Church representatives”) throughout the diocese.

<p><b><u>I WILL:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>I will treat everyone with respect, courtesy, and consideration, performing my work in a manner consistent with the mission of the Catholic Church and the Diocese of Owensboro.</b></li> <li>➤ <b>I will remember that any minors or vulnerable adults are entrusted into my care; I am not their peer or buddy.</b> Recognizing that Church representatives must always be aware of their own vulnerability, as well as the vulnerability of any minor or vulnerable adult with whom they may be working, I will always use a team approach to activities.</li> <li>➤ <b>I will avoid situations where I am alone with a minor or vulnerable adult.</b> I understand that at least two supervising adults should be present when there is only one minor or vulnerable adult, and at least two participants should be present when there is only one supervisory adult.</li> <li>➤ <b>I will ensure that any one-on-one meetings with a minor or vulnerable adult are 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 person can be present outside the room as a witness.</b></li> <li>➤ <b>I will use positive reinforcement</b> rather than criticism and condemnation when working with minors or vulnerable adults.</li> <li>➤ <b>I will provide only accepted overnight accommodations for minors or vulnerable adults</b> (as noted in policy requirements).</li> <li>➤ <b>I will maintain appropriate physical and emotional boundaries</b> with the individuals with whom I work. I understand that any touch must be age-appropriate and based on the need of the minor or vulnerable adult, not the supervisory adult.</li> <li>➤ <b>I will always report any suspected abuse according to Kentucky law.</b> I understand that the failure to report suspected abuse to civil authorities is punishable by law.</li> </ul>	<p><b><u>I WILL NOT:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>I will not maintain inappropriate relationships/friendships with a minor or vulnerable adult. I will not have exclusive relationships with a minor or vulnerable adult.</b> If I become aware of a minor/vulnerable adult desiring such a relationship, I will ask for assistance from the supervisor or pastor and exercise extra caution.</li> <li>➤ <b>I will not use, possess, or be under the influence of, any alcoholic beverage or any illegal drugs</b> when working with minors or vulnerable adults. In addition <b>I will not inappropriately use any legal drug or mood-altering substance</b> in this setting.</li> <li>➤ <b>I will not have a weapon in my possession</b> while acting as a Church representative. (Exception: Active law enforcement officers who are required by law to carry a weapon.—Those individuals must guarantee that weapon is secured at all times from access by any other person.)</li> <li>➤ <b>I will not provide, or allow any minor to use, any alcoholic beverage, tobacco, or illegal drugs. Neither will I provide anything prohibited by law to anyone in my care.</b> Medications of any kind may be administered to minors only with written parental/guardian permission.</li> <li>➤ <b>I will not have any sexually explicit or morally inappropriate materials</b> on Church property or in the presence of minors or vulnerable adults. Such materials include, but are not limited to: magazines, videos, films, recordings, computer software, computer games, or printed material. I will not engage with minors or vulnerable adults in <b>topics of conversation</b> or discussion, vocabulary or any other form of personal interaction or entertainment that could not reasonably be used in the presence of parents or a responsible adult. I will not engage in sexually oriented conversations with anyone except in the context of sharing the Church’s teaching on human sexuality.</li> <li>➤ <b>I will not accept expensive gifts</b> from minors or their parent/guardian without prior written approval from the pastor or administrator. <b>Neither will I give expensive gifts</b> to minors without prior written approval from the parent/guardian and the pastor or administrator. Small gifts or privileges are not to be given to minors without the presumed knowledge and permission of a parent/guardian.</li> </ul>
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**I WILL (continued):**

➤ **I will cooperate fully in any investigation of abuse.**

➤ **I will be available and visible** during the entire event(s), take part in enforcing the rules, and take control of any situation those in my care are unable to handle.

➤ **I promise to help enforce** the Codes of Conduct for Children and Youth (D 1-3) and Adult Participants (D-5) and to set a good example. I will notify the appropriate supervisor of violations of the codes when necessary.

➤ **I will treat property with care.** If someone from the group breaks something, I will tell the principal/ priest/ program director. Each school/parish will take full responsibility for any damage done by their members at a program site.

➤ **I will keep cell phones/pagers off or in silent/vibrate mode** to keep from disrupting or distracting from activities, especially liturgy and prayer.

➤ **I will behave in a way that respects the rights of all.** I will be cooperative, and do those things that promote a good reputation for the program, school, parish, and/or diocese.

➤ If I become aware of anyone violating this Supervisory Adult Code of Conduct, **I will take responsibility to report 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 WILL NOT (continued):**

➤ **I will never speak to minors or vulnerable adults in a way that is or could be construed by an observer as derogatory, demeaning, or humiliating.**

➤ **I will never touch anyone in my care in a sexual or other inappropriate manner.**

➤ **I will not use physical discipline for the behavior management of minors or vulnerable adults.** No form of physical discipline is acceptable, including physical force as retaliation or correction for inappropriate behavior, except as may be needed to restrain them from inflicting harm on themselves or others.

➤ **I will avoid posing any health risk to others** (e.g. fevers or other contagious situations).

➤ **I will not, as a Church representative, provide shared or private overnight accommodations** for individual minors with the exception of blood relatives. This includes, but is not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

As a(n) employee/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 and/or vulnerable adults of our diocese. I understand that any illegal behavior may involve legal authorities. I understand that any serious violation of this Code of Conduct may result in my termination of employment, removal as a volunteer, and/or dismissal from a program, and/or financial and physical responsibility for transportation home (in the case of an off-site event).

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby consent to the use of a photograph of me for the purpose of publication. \_\_\_\_\_ Yes \_\_\_\_\_ No