

## **DIOCESE OF OAKLAND CODE OF ETHICAL CONDUCT FOR MINORS VOLUNTEERING OR WORKING WITH YOUNGER CHILDREN**

To ensure the safety of children in the Diocese of Oakland, all minors who volunteer or work at a parish and/or school site must review these boundary guidelines before undertaking ministry in the Diocese of Oakland, and must sign the Code of Conduct form to verify that they understand their obligations.

**You are about to begin what could be a lifelong commitment to working or volunteering in the Church. It is a privilege to help to carry on the mission of Jesus, one that no one takes lightly. 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. Certainly any instance of misconduct will be evaluated carefully and you are urged to report any instances of misconduct that you see to the adult in charge of your area of service. Your own conduct must be beyond reproach. You have a responsible position within your parish and you should live up to the expectations of trust that have been placed in you.**

### CODE OF CONDUCT FOR MINOR WORKERS/VOLUNTEERS

1. I must always be aware of my own protection and the protection of those with whom I am working.
2. I must never be alone with a younger child in my care.
3. I must never transport a younger child in my care.
4. When on an outing with younger children there must be two adults present at all times.
5. I am not to access locker rooms, shower rooms and dressing rooms where younger children are in my care unless another adult is present.
6. I am not to accompany a younger child in my care into a restroom without an adult present unless the circumstances make it unavoidable, in which case I will inform the person in charge.
7. I must never have physical contact with younger children in my care, except as appropriate in connection with my duties.
8. I must never use inappropriate language when working with younger children.
9. I must never be involved with the illegal possession and/or illegal use of drugs and/or alcohol.
10. I must never use physical force or demeaning language in disciplining younger children in my care.
11. I must never take advantage of a younger child in my care.
12. I am aware that Diocesan guidelines on reporting child abuse are to be followed without exception.

The Diocese of Oakland is grateful for the service you provide. These guidelines are meant for your protection and for the protection of the children you serve. Whenever you have questions or are uncertain about what is required, ask the adults with whom you work.

**DIOCESE OF OAKLAND**  
**Commitment to Ethical Conduct for Volunteers/Workers Under the Age of 18**  
**Working with Younger Children**

Parish or School Site: \_\_\_\_\_

I promise to follow faithfully the rules and guidelines in *the Diocese of Oakland Code Ethical Conduct for Volunteers/Workers Under the Age of 18 Working with Younger Children* as a condition of my ministry to the children and youth of our Diocese.

I understand that any action inconsistent with the *Diocese of Oakland Code of Ethical Conduct for Volunteers/Workers Under the Age of 18 Working with Younger Children* or any failure to take action mandated by the Code may result in my removal from my position of ministry with minors.

I further understand that I may, as a condition of continuing in my ministry, be required to participate in education and training provided by the school/parish in which I work.

**Printed Name of Volunteer:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No. (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

We are the parents/legal guardian(s) of \_\_\_\_\_ We have received and support *the Diocese of Oakland Code of Ethical Conduct for Volunteers/Workers Under the Age of 18 Working with Younger Children* and we have reviewed it with the minor/young person. We understand that the Diocese of Oakland has a responsibility to provide a safe environment for all of its young people and we know of nothing in this person's background that would make him/her unsuitable to work the minor age children.

**Print Name of Parent/Legal Guardian(s)** \_\_\_\_\_

**Signature(s) of Parent/Legal Guardian(s)** \_\_\_\_\_

**Date** \_\_\_\_\_

Please direct any questions to Diana Bitz, Coordinator of Safe Environment for the Diocese of Oakland. 510- 267-8315. [dbitz@oakdiocese.org](mailto:dbitz@oakdiocese.org)

Return this completed form to your to your supervisor at the site you are working/volunteering.