

## Diocese of Toledo

### Expectations for All those who Minister to Youth

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The Diocese of Toledo proclaims the good news with dedicated and faithful disciples like you. The diocese is grateful and truly blessed that you have chosen to share your gifts with the young people in our care. The following regulations remind us what is acceptable and unacceptable in volunteering/working with our minors. This policy is imperative for the protection of our youth and for your protection as well.

#### As a volunteer/employee:

- I will act as a role model or mentor reflecting Gospel values.
- I will be a good listener and treat everyone with patience, courtesy, dignity and consideration.
- I will know to whom and for whom I am responsible. I will report to my supervisor and let him/her know if something strange, embarrassing or possibly compromising happens in my ministry.
- I will maintain ongoing communication with my supervisor regarding interactions I have with youth.
- I will report any child abuse or neglect which I suspect to my immediate supervisor and to the child protective agency in my county.
- I will report any child abuse involving an employee or volunteer to the Diocesan Case Manager, Frank DiLallo at 419-244-6711 ext 632, 419-243-2150 (private line) or 1-800-926-8277 ext 632 (within Ohio). I will also notify my supervisor.
- I will participate with youth affiliated with the Diocese of Toledo only in church or school-sponsored events, trips (day and overnight), meetings, gatherings, retreats, conferences, and/or sporting events.
- I will maintain an appropriate ratio of adult chaperones to youth in all church and school sponsored functions.
- I will get parent/guardian permission slips signed for any event involving transportation.
- I will use discretion if I must meet with a minor privately by using an office with a window, open door or by having another adult present.
- I will use discretion if I must accompany a youth into a restroom or locker room and if possible I will ask another adult to be present.
- I will dress appropriately when working/volunteering with youth.
- I will use discretion with physical displays of emotion, such as hugging children. A hug can have different connotations for an elementary student than for a junior high or senior high student.
- I will use discretion when corresponding with youth. Email, text messaging or telephone calls to youth should be restricted to academics, such as homework hotlines, athletic/event schedules or registration/event related forms; personal correspondence regarding youth should be sent to (or discussed with) parents or legal guardians, and my supervisor.

#### As a volunteer/employee:

- I will not become a youth's "buddy." I understand that as an adult it is not appropriate to build a social life with youth.
- I will not use inappropriate or suggestive jokes or stories, profanity, or foul language with youth.
- I will not be in possession of pornographic materials when in the presence of youth.
- I will not be in possession of a firearm or weapon in the presence of youth. (Excludes law enforcement personnel.)
- I will not drive alone with youth. If I am involved with transportation for a field trip or some other event I will make sure I am transporting more than one youth (Note: an obvious exception to not being alone with youth is where there is a relationship to the youth; e.g., niece, nephew, etc.).
- I will not consume or be under the influence of any alcohol or illegally controlled substances or tobacco products in the presence of youth or prior to being with any group involving youth where I am responsible.
- I will not attempt professional counseling unless I am trained as a professional counselor.
- I will not visit a youth's home unless a parent or legal guardian is present.
- I will not discipline using physical contact, demeaning or sarcastic language.
- I will not share inappropriate personal information with youth and/or about youth.

As a volunteer/employee working with children, I promise to strictly follow the rules and regulations in this code of conduct. I recognize that I may be required to complete a background check in order to qualify as a volunteer, and that under Ohio Revised Code, volunteers working with youth in our diocese may be required to be fingerprinted. I will notify my supervisor and the Diocesan Case Manager if I am charged with or convicted of any criminal offense involving moral turpitude. I understand that if I do not strictly abide by these rules and regulations, I will be removed as a volunteer. Any violations of this policy by an employee will be handled on a case by case basis.

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Printed Name

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Parish Name

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Office/Ministry/Activity

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Signature

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Date REVISED 8/07