

# DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

## VOLUNTEER CODE OF CONDUCT (For Adults)

Children, youth and vulnerable adults are important gifts entrusted to us by God. I recognize my first obligation is to give a good example of charity, kindness, and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to children, youth, or vulnerable adults.

### Volunteers shall

- Understand that the only appropriate relationship as a volunteer is that of adult volunteer minister, not friend or peer to a child or youth.
- Establish and maintain safe environments by preserving appropriate boundaries with children, youth, and vulnerable adults.
- Witness in all relationships the chastity appropriate to one's state in life, whether ordained or lay, married or single.
- Treat each person with respect, charity, patience, courtesy, dignity, and consideration.
- Immediately report any suspected abuse to the **staff person** in charge (immediate supervisor).
- Cooperate in any investigation of suspected abuse of children, youth, or vulnerable adults.
- Be familiar with and follow pertinent safety policies, including but not limited to Creating a Safe Environment (CASE).
- Participate in appropriate training as required by supervisor.
- \*Work in pairs or as part of a team when working with children, youth, and vulnerable adults.
- \*Utilize a "buddy system" with children, youth, or vulnerable adults so that children, youth, and vulnerable adults are not alone with adult volunteers at church activities.
- Maintain sleeping quarters for adults separate from children/youth/vulnerable adults. Never share a bed with a child, youth, or vulnerable adult.
- Use only communications technologies that are "one-to-many" when working with children, youth, or vulnerable adults. Forbidden one-on-one contact includes, but is not limited to, cell phones, social networking sites and their internal private messaging tools (inbox), text messaging, instant messaging, chat, and email. When responding to a personal message, copy your response to your immediate supervisor.
- \*Meet with children, youth, or vulnerable adults in public places or on church property.
- Use the internet as a resource for programs, but do not access, download, or share obscene or inappropriate material, chain letters, jokes, etc. with children, youth, or vulnerable adults.
- Gifts **given** by volunteers to children, youth, or vulnerable adults should be "tokens," not expensive or inappropriate.
- Gifts **received** by volunteers from children, youth, or vulnerable adults should be tokens, not expensive or inappropriate. Gifts may only be received with validated approval of the pastor, pastoral administrator, or principal.
- Use positive reinforcement with children, youth, or vulnerable adults rather than criticism, competition, or comparison.
- Employ appropriate conduct, speech, and dress.

**Volunteers shall not**

- Use, possess, or be under the influence of alcohol and/or illegal drugs while responsible for children, youth, or vulnerable adults at any church activity or event.
- Smoke or use tobacco products in the presence of children or youth.
- Engage in sexual harassment of a child, youth, or vulnerable adult.
- Strike, spank, shake, or slap a child, youth, or vulnerable adult.
- Humiliate, ridicule, or degrade a child, youth, or vulnerable adult.
- Touch a child, youth, or vulnerable adult in a sexual manner.
- Expose a child, youth, or vulnerable adult to pornographic or obscene material in any format.
- Use profanity in the presence of a child, youth, or vulnerable adult.
- Use any form of discipline that humiliates a child, youth, or vulnerable adult.
- Host in their homes children, youth, or vulnerable adults whom they have met through their volunteer activities singly or in groups.

\* Those visiting the homebound (unrelated parties) may be friends with those who are visited. While it is preferable that visitations be made by teams of two, pragmatically this practice might not be possible.

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Name

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Signature

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Ministry Area

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Date

DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS  
**BACKGROUND CHECK**  
**NOTIFICATION and AUTHORIZATION for VOLUNTEERS**

**PREFACE**

In response to the issue of sexual abuse of children by those in the employ of the Church, the United States Bishops in 2002 adopted the *Charter for the Protection of Children and Young People*. One of the provisions of the *Charter* calls for each diocese in the country to implement checks to determine if a current or prospective volunteer who works with minor children and youth has a criminal record or is listed on any sex offender registry. The Diocese extends that protection to vulnerable adults too. Because these checks are conducted on behalf of the Parish/Diocese by a third party they are subject to the Fair Credit Reporting Act; however, these checks **do not** seek information related to an individual's credit history or credit worthiness. The purpose of the check will be to verify the individual's identity and to ascertain if there is any previous criminal record. **A report on your credit history will not be requested or obtained.**

It is important to note that the purpose of this authorization form is to obtain background checks to help maintain a safe environment for children, young people and vulnerable adults. In order for these record checks to occur, the authorization must be signed. The Fair Credit Reporting Act provides the opportunity to address any negative information gained as a result of the criminal record check. In addition, by signing this authorization the individual does not waive any rights under the Fair Credit Reporting Act.

**A. NOTIFICATION THAT A CONSUMER REPORT MAY BE OBTAINED**

In compliance with the Fair Credit Reporting Act, 15, U.S.C. §1681 et seq., as amended, and applicable state law, this notice is to inform you that a consumer report may be obtained in connection with your volunteer service at \_\_\_\_\_.

*Name and location of parish/institution*

*The Fair Credit Reporting Act includes within the definition of consumer reports such documents as credit bureau reports, motor vehicle records, sex offender records, and criminal records.*

**B. AUTHORIZATION TO OBTAIN CONSUMER REPORT**

By signing below, I certify that I have received written notification that \_\_\_\_\_  
*Name and location of parish/institution*

or its agent, RBA Staffing Solutions, may obtain information for a consumer report including checks of public records relating to criminal convictions, sex offender records and data associated with my Social Security Number available through credit bureaus in order to verify my Social Security Number and motor vehicle records.

*I authorize \_\_\_\_\_ or its agent, RBA Solutions, to obtain*  
*Name and location of parish/institution*  
*such a report for use in connection with my volunteer service.*

**This authorization does not include authorization to obtain a report on my credit history or credit worthiness.**

I hereby authorize \_\_\_\_\_ or its agent,  
*Name and location of parish/institution*  
 RBA Staffing Solutions, to contact the individuals, employers, and organizations referenced in my application and I also authorize those individuals, employers, or organizations to provide the  
 \_\_\_\_\_ or its agent, RBA Staffing Solutions,  
*Name and location of parish/institution*  
 with any and all information regarding general character and fitness for volunteer service.

I hereby release all parties, including RBA Staffing Solutions, from liability for any damage that may result from furnishing such information to \_\_\_\_\_  
*Name and location of parish/institution*

By this release I do not relinquish my rights under the Fair Credit Reporting Act.

**Volunteer Information**

<b>Applicant's Name PRINTED</b>	<b>Social Security Number</b>	<b>Date</b>
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<b>Other last names/Alias/AKA's used in last 7 years*</b>	<b>Applicant's Date of Birth **</b>
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*\*(Utilized for criminal and academic checks only)*

Please list all States that you have lived in within the last seven (7) years including the current one.

City	State	Years of Residency	
		From:	To:
		From:	To:
		From:	To:
		From:	To:
		From:	To:

NYS Department of Motor Vehicles (DMV) check required: Yes  No

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
*Signature of Volunteer* \_\_\_\_\_  
*Date*

Verification of birth date (Parish / Institution representative must verify birth date by checking one of the following forms of identification and signing below).

- Driver's license       Birth Certificate       Passport

\_\_\_\_\_  
*Signature of Parish/Institution Representative* \_\_\_\_\_  
*Date*