



Archdiocese of Dubuque

## Office for Protection of Children

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### **EXPECTATIONS FOR TEMPORARY VOLUNTEERS ONLY\***

All humans have dignity as persons created in the image of God. Anyone working or volunteering their services in Church sponsored programs are required to uphold Christian values and conduct, particularly when working with God's children.

1. Volunteers working with minors should use appropriate judgment at all times to maintain and promote trusting relationships marked by personal and professional integrity.
2. In every instance possible, a *team* approach to youth activities should be considered. Volunteers should avoid establishing any exclusive relationship with a minor and exercise due caution when they become aware of a minor desiring such a relationship. Volunteers must be aware of their own vulnerability and that of any individual minor with whom they may be working.
3. Physical contact with a minor should only occur under appropriate public circumstances. (PUBLIC, APPROPRIATE, BRIEF) Physical contact should never be used to hurt or punish a minor or for self-gratification, sexual or otherwise. Physical contact with a minor can be misconstrued by minors and other adults.
4. Any use or supply of alcohol and/or illegal drugs is prohibited when working with minors.
5. Providing any sexually explicit, inappropriate, or offensive material to minors is prohibited.
6. Providing overnight accommodations in personal residences for minors, other than a close familial relationship, is prohibited.
7. Program leaders, assistants, and participants are to be in specifically designated areas only.
8. When with children, a staff member needs to be within seeing or hearing range of another staff member.
9. Doors to rooms are to remain open to allow for easy accessibility and visibility. Doors may need to be closed due to noise but free access is understood. Windows in the doors should not be covered with posters, etc.
10. Staff members are to accompany visitors seen in the program area to the coordinator of the program.
11. Program staff are to assist in the supervision of the bathroom and building area.
12. Language and touch is to be used appropriately — no tickling or wrestling with children.
13. Children are to leave the program area with only those people specified by the parents/guardians.
14. At least two staff members are to remain on site until all children have departed.
15. The assistance of all staff members is needed in administering the procedures and creating a safe environment.

\*Examples of temporary volunteers include, but are not limited to: Children's Liturgy, Vacation Bible School, Jr. High and High School student helpers. These volunteers are to be supervised by others who are Virtus trained.

I have read this document and will adhere to the above expectations.

Name \_\_\_\_\_ Date \_\_\_\_\_

Jun 7, 2005