



Archdiocese of Seattle

Code of Professional Conduct Policy for Minors Working with Younger Children

Thank you for your commitment to working or volunteering in the Catholic Church! It is indeed a great privilege to be a disciple of Jesus Christ and help spread the Gospel message. But with this role comes new and important responsibility. Your parish, school or agency has expectations of trust that you must now live up to in a deeper way. As a minor yourself, it is important that you follow certain rules, both for your protection and the protection of those children you will be serving. The Church takes the issue of misconduct very seriously and any misconduct by you will be carefully evaluated. Also, you are urged to report any instances of misconduct you might witness to your adult supervisor.

PROFESSIONAL CONDUCT FOR EMPLOYEES OR VOLUNTEERS WHO ARE MINORS:

- Always be aware of your own actions as well as the actions of those with whom you serve.
- Never be alone with younger children in your care. All of your work must take place in a public location where it can be seen by others.
- Never have physical contact with children in your care, except when appropriate in the course of your duties (e.g. consoling an injured child, holding the hand of a child when using stairs, etc.).
- Never use physical force or demeaning or inappropriate language when working with younger children in your care.
- Do not discipline any younger children in your care. Discipline is the responsibility of your adult supervisor.
- Do not accompany a young child in your care to the restroom unless an adult over the age of 21 is present, unless the health condition of the child makes it absolutely necessary.
- Do not access locker rooms, shower rooms or dressing rooms used by younger children in your care unless an adult over the age of 21 is present.
- An adult over the age of 21 must be present at all times when you are on an outing with younger children in your care.
- Do not drive children in your care.
- Be aware that Archdiocesan policies on child abuse are to be followed without exception.

Immediately alert your adult supervisor if you are unable to meet the above obligations or have questions about what is required of you.

The Archdiocese of Seattle thanks you for your good service. For more information or for clarification, please contact the Archdiocesan Safe Environment Program Office 206.274.3188.



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Commitment to Code of Professional Conduct Policy for Minors Working with Younger Children

I promise to follow the rules in the Archdiocese of Seattle *Code of Professional Conduct for Minors Working with Younger Children* policy as a condition of my work with the children and youth of our Archdiocese.

I understand that my position working with younger children may be terminated if I commit any action that goes against the *Code of Professional Conduct for Minors Working with Younger Children*.

I understand that my position working with younger children may be terminated if I fail to take action mandated by the *Code of Professional Conduct for Minors Working with Younger Children*.

Please complete provide the following information. Please print legibly.

Name of Minor Employee/Volunteer _____

Address _____

City/State/Zip Code _____

Email _____

Minor's Date of Birth (M/D/Y) _____ Phone _____

Expected High School Graduation (Month/Year) _____

I am the parent/legal guardian of _____ (“Minor”).

I have received and support the Archdiocese of Seattle’s *Code of Professional Conduct for Minors Working with Younger Children* and have reviewed it with the Minor. I understand that the Archdiocese has a responsibility to provide a safe environment for all of its young people and I know of nothing in the Minor’s background that would make him/her unsuitable to work with minor-age children.

Signature of Minor Employee/Volunteer _____

Printed Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____

Date _____

*Please return this form to the parish, school or agency where work/volunteering will take place.
Direct any questions to Cathy Wiswell, Archdiocese of Seattle Safe Environment Program Coordinator
phone: 206.274.3188 email: sep@seattlearch.org*