

GUIDELINES FOR VOLUNTEERS
CODE OF CONDUCT
KILLEEN SEVENTH-DAY ADVENTIST CHURCH

Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. These Guidelines for Volunteers serve as a protection to you, your ministry, and the church from allegations of abuse.

My Commitment to Volunteer Ministry

I will:

- 1. Never leave a child or group of children for whom I am responsible unattended. I will provide appropriate supervision at all times.*
- 2. Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.*
- 3. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the staff. In the event a minor initiates physical contact and/or inappropriate touching, I will inform the minor that such touching is inappropriate and will report the incident to the program director.*
- 4. Always ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure another adult works with you as care is provided.)*
- 5. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in that-chair" may be helpful discipline methods to use with children.*
- 6. Affirm children with appropriate praise by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." (Always keep hands at, not below, the shoulder level. A caregiver's kiss should be to the forehead or cheek only - not elsewhere. Encourage children to sit next to me and not on my lap.)*
- 7. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open. I will never allow an older child/youth to take a younger child to the restroom.*
- 8. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.*
- 9. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church. I will participate in orientation and training programs conducted by the church.*
- 10. Be aware of the signs and symptoms of child abuse and of the legal requirements for reporting suspected cases of abuse.*
- 11. Never provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.*
- 12. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, trustworthy and professional.*

I, the undersigned, have read this document and agree to abide by the Volunteer Guidelines Code of Conduct outlined above. I will retain a copy of this document and keep it for reference.

Signed _____ Date _____
