

**ARCHDIOCESE OF LOS ANGELES
BOUNDARY GUIDELINES AND CODE OF CONDUCT FOR MIDDLE
AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING
WITH CHILDREN/YOUTH**

GENERAL INSTRUCTIONS ON USE OF THIS FORM

To ensure the safety of children and youth in the Archdiocese of Los Angeles, all middle and high school youth, including students who are already 18, who work or volunteer with children/youth in co-curricular school programs or parish ministries must receive training on Boundary Guidelines from the adult in charge before beginning their ministry. The youth worker/volunteer and their parent/guardian must sign this Code of Conduct form to verify they understand their obligations.

The signed form should be kept in the youth worker/volunteer file.

Code of Conduct for Youth Workers/Volunteers

I have agreed to work or volunteer with fellow youth or younger children. I promise to behave as Jesus would want me to do – to treat others with respect and kindness. I understand that to help me guide my behavior, I must follow the rules in this Code of Conduct.

I understand that if I break the rules of this Code of Conduct, I may be removed from my volunteer or work assignment and that my parent/guardian will also be notified, as appropriate. If I am dismissed while on a trip, I will be sent home at the expense of my parent/guardian.

As a Youth Worker/Volunteer, I will:

- Be a charitable, tolerant Christian.
- Behave according to the teachings of the Roman Catholic Church.
- Treat everyone with whom I interact with respect, patience, integrity, courtesy and dignity.
- Make sure that children or youth in my care are safe.
- Use positive reinforcement whenever possible.
- Report to an adult in charge of the program or ministry if I see, hear or suspect anything that makes me uncomfortable or that makes me think that another person is in danger or has been harmed.
- Inform the adult in charge if I sense that a child/youth I am working with is getting a crush on me.
- Dress appropriately and not wear any clothing with offensive messages or pictures.
- Carefully consider my leadership role before participating in private visits, parties or other activities with the children/youth I am working with and discuss any questions or concerns with



the adult in charge of the program or ministry. Pre-existing relationships with families or peers in the program or ministry should be shared with the adult in charge of the program or ministry.

- Consider my role as a leader before giving any gifts to children/youth in my program or ministry and discuss with the adult in charge the appropriateness of any gifts I may wish to give.
- Be familiar with and follow the Acceptable Use Policy for use of all electronic devices, including those provided to me as well as my personal devices. The Acceptable Use Policy can be found here: <https://handbook.la-archdiocese.org/chapter-10/section-10-3>

As a Youth Worker/Volunteer, I will not:

- Do anything I know to be illegal or immoral.
- Smoke, vape or use tobacco, marijuana, or other related products.
- Use, have or share alcohol or illegal drugs.
- Verbally threaten, bully, tease or physically abuse anyone.
- Use profanity.
- Use inappropriate physical discipline or discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Become inappropriately friendly with the children/youth I am working with through, social media (for example, Snapchat, Instagram, Facebook, Twitter) other forms of communication.

I have read and understand the Archdiocese of Los Angeles **Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth.**

Print Student Name: _____ Position: _____

Signature of Youth Volunteer: _____ Date: _____

I have read and understand the above Guidelines and agree to support my child in following them. I agree that I am ultimately responsible for my child's behavior, and agree to accept the consequences, which may include dismissal from the program or ministry, if my child does not follow the Guidelines.

Print Parent Name: _____

Signature of Parent/Guardian: _____ Date: _____

