

Appendix 5a

Diocese of Kamloops
Volunteer/Employee Information Form

General Risk

ROLE

Position: _____ Date: _____

PERSONAL INFORMATION

Salutation: Mr. ___ Mrs. ___ Miss ___ Ms ___ Other: _____

Last Name: _____ First Name: _____

Street Address: _____

Mailing Address (if different from above):

City: _____ Prov: _____ Postal Code: _____

Email: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

VOLUNTEER/EMPLOYEE AGREEMENT GENERAL RISK

- I will attend a training and orientation session on Creating Safe, Protected and Accountable Parish Community including the child abuse policies of the Church.
- I will sign and adhere to the Code of Conduct and the Two Adult norm.
- I will follow the required procedure in the event of any incidents, suspicions or disclosures of abuse.

Signature of Applicant

Date

Code of Conduct for Volunteers and Employees

Those who act in the name of the Church or serve the Church have special influence in the lives of the people to whom they minister. Employees and Volunteers in the Diocese are called to treat others with respect and care, and need to maintain professional relationships with others whether on or off the parish grounds.

1. Exhibit conduct and a way of life consistent with Catholic teaching on the dignity of the human person.
2. Ensure that minors are properly supervised, thus providing them with a safe environment.
3. Take immediate action where civil law or parish rules are violated.
4. Maintain respectful relationships, and establish and maintain clear, appropriate and professional boundaries in all ministry relationships.
5. Communications with minors (e.g. notes, letters, e-mail and internet exchanges, telephone calls) will be respectful, appropriate and uphold the values of the Catholic faith. Communication including verbal, handwritten, and electronic means will not include offensive material.
Because attraction between adults and minors is possible, care and caution should be taken in all interactions. The pastor should be informed immediately if an inappropriate attraction is suspected.
6. The implementation of the "Two Adult" norm is to be the common practice. If there is a situation where the "Two Adult" norm is not possible, steps must be taken to mitigate the risk (open doors, clear glass, etc.) (See Definitions, p. 14).
7. Respect the confidentiality of information shared except if the information could pose a threat to the minor or to others (e.g. abuse and neglect).
8. Ensure that alcohol is not served to minors.
9. Maintain an "open-door" policy when alone in a room with a minor. Doors to rooms must be open or there must be clear visibility through windows.
10. Do not have any Church related visits in a personal home involving a minor without the permission of the parent/guardian and the pastor.
11. Have a valid driver's license, valid insurance and comply with the Motor Vehicle Act when driving minors and vulnerable persons for church related programs accompanied by, at least, one other adult. For each passenger there will be one seatbelt and/or a non-expired, B.C. regulated car seat.
12. Wear appropriate and modest attire at all times when working with youth.
13. Do not leave a minor alone on the parish premises.

I have read and understood the directives. I shall observe these directives.

Date: _____ Signature: _____

Print Name: _____