**Code of Conduct**

***This is in compliance with the Safe Sanctuary Policy at***

***CHURCH***

**General Requirements --**

Each person subject to this Code shall

1. Act as a team member in fulfilling ministry objectives
2. Treat children and adults with respect, and fairly without regard to race, age, gender, sexual orientation or religion
3. Practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors which have been defined as prohibited.
4. Attend worship regularly and participate in CHURCH church life.

**General Prohibitions --**

The following behaviors are prohibited at all times:

1. Display affection toward a child/client in privacy.
2. Use profanity or tell off-color jokes.
3. Discuss their sexual encounters with or around children or in any way involve children in their personal problems or issues.
4. Date or become romantically involved with children.
5. Use or be under the influence of alcohol or illegal drugs in the presence of children.
6. Possess sexually oriented materials, including printed or online pornography, on Church property.
7. Have secrets with clients
8. Stare at or comment on children’s bodies.
9. Engage in inappropriate or unapproved electronic communication with children.
10. Work one-on-one with children in a private setting.
11. Abuse clients in anyway including (but not limited to) the following:

* Physical abuse: hit, spank, shake, slap, unnecessarily restrain
* Verbal abuse: degrade, threaten, curse
* Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations
* Mental abuse: shame, humiliate, act cruelly
* Neglect: withhold food, water, shelter
* Permit children to engage in the following: Hazing, bullying, derogatory name-calling, games of Truth or Dare, ridicule or humiliation or sexual activity

1. Manipulate or exploit an adult or child in any way.

**Specific Interaction Standards –**

1. **Approval and Affection** – In providing approval or affection, the following guidelines apply:

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| ***Appropriate Physical Interactions*** | ***Inappropriate Physical Interactions*** |
| * Side hugs * Shoulder-to-shoulder or “temple” hugs * Pats on the shoulder or back * Handshakes * High-fives and hand slapping * Verbal praise * Pats on the head when culturally appropriate * Touching hands, shoulders, and arms * Arms around shoulders * Holding hands (with young children in escorting situations)   These may be inappropriate if unwanted by the child or the employee or volunteer. | * Full-frontal hugs * Kisses * Showing affection in isolated area * Lap sitting * Wrestling * Piggyback rides * Tickling * Allowing a child to cling to an employee’s or volunteer’s leg * Any type of massage given by or to a child * Any form of affection that is unwanted by the child or the employee or volunteer * Compliments relating to physique or body development * Touching bottom, chest, or genital areas |

1. **Verbal Interactions** – The manner of speaking with children establishes respect. The following guidelines apply:

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| ***Appropriate Verbal Interactions*** | ***Inappropriate Verbal Interactions*** |
| * Positive reinforcement * Appropriate jokes * Encouragement * Praise | * Name-calling * Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers * Secrets * Cursing * Off-color or sexual jokes * Shaming * Belittling * Derogatory remarks * Harsh language that may frighten, threaten or humiliate children * Derogatory remarks about the child or his/her family |

1. **Out-of-Program (Off-Site) Contact –**

***Appropriate Outside Contact Inappropriate***

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| --- | --- |
| ***Appropriate Outside Contact*** | ***Inappropriate Outside Contact*** |
| * Taking groups of children on an outing * Attending sporting activities with groups   of children   * Attending functions at a child’s home,   with parents present | * Taking one child on an outing without the   parents’ written permission   * Visiting one child in the child’s home,   without a parent present   * Entertaining one child in the home of a   church employee or volunteer   * A lone child spending the night with a   church employee or volunteer |

In addition, when outside contact is unavoidable, the following steps are to be taken:

* A supervisor shall identify for employee and volunteers what types of

outside contact are appropriate and inappropriate (above)

* A supervisor shall assure that the employee or volunteer has the parents’ permission to

engage in outside contact with the child. When time permits, parents shall execute a permission form with a waiver of liability (if permitted by state law).

1. **One-on-One Interactions** – **(Never really one-on-one)**

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| ***One-on-One Interaction Guidelines*** |
| * When meeting one-on-one with a child, always do so in a public place in full view of others. * Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high fives, and handshakes. * If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by. * Inform other employees and volunteers that you are alone with a child and ask them to randomly drop in. (Ask to be supervised.) * Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.   To the extent any of these guidelines may appear to be in conflict, the spirit of them is that one shall seek to be under the supervision of others while meeting privately with a child. |

1. **Social Media – Electronic Communications**

**Social Networking Code of Conduct**

Each Minister who leads using the resources of social media shall apply this Social Networking Code of Conduct:

* Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
* Prohibit sexually oriented conversations or discussions about sexual activities.
* Prohibit private messages between employees and volunteers and children.
* Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive or voyeuristic) or inappropriate comments on pictures.
* Provide children and their parents with this Social Networking Code of Conduct.
* Encourage parents to play a role in monitoring their children's interactions with employees and volunteers.
* Continuously remind children how to interact appropriately through social networking sites.
* If a child has inappropriate content parents will be contacted.
* Mandatory reporting includes social media, and will be reported if a child post something that may cause harm to self, others, etc.
* Deny participation by individuals who repeatedly violate the Code of Conduct.
* Any e-mail, chatting, fb, etc. communications with children must include the child's parents or guardians or another supervisor. (*Never one-on-one*.)
* Communications shall be limited to logistical matters, e.g., meeting dates, times and places.

**Bathrooms, Locker Room and Out-of-the-Way Locations –**

The following practices shall apply to supervision of bathrooms and changing areas:

1. Minimize presence of diverse child age groups at the same time.
2. No employee/volunteer shall enter with a single unrelated child unless the entry door is ajar (propped open) in a way that (s)he can be observed by others.
3. Children shall not enter alone in pairs.
4. Children shall not enter unsupervised.
5. Require children to ask permission before using bathrooms.

Employees and volunteers in leadership are to frequently and randomly check bathrooms to assure their security.

I agree to comply with the policies and rules contained in this Code of Conduct to include training, monitoring, reporting and ministry administrative procedures. I agree to meet standards for one-on-one relationships with children/clients as defined above. If requested to do so, I will cooperate with any investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statements.

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Signature Date

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Name