

# **The First Presbyterian Church of Ramsey, NJ**

## **Code of Conduct for Volunteers and Employees**

### **Working with Children and Youth**

- **Volunteers and employees are required to adhere to The First Presbyterian Church of Ramsey, NJ Children and Youth Protection Policy guidelines in all their interactions with children and youth.**
  
- **Entrusted with the Safety and Welfare of Children and Youth**
  - **At all times, guard their physical safety and mental, emotional and bodily health.**
  - **Respect their right not to be touched in ways that make them feel uncomfortable or that disregard their right to say no.**
  - **Use of physical punishment or by failing to provide the necessities of care is prohibited.**
  - **Physical restraint is used only in situations necessary to protect the child, other children, or employees from harm.**
  
- **Supervision of Children & Youth Participating in First Presbyterian Church Programs**
  - **Abide by the following policies contained in the complete policy in which this Code of Conduct is included:**
    - **Two Adult Leader / Open Door Policy**
    - **Restroom Supervision Policy**
  - **Know where participants are at all times.**
  - **Under no circumstances release children to anyone other than the authorized parent, guardian, or other individual authorized by the parent or guardian.**
  - **Be alert to the physical and emotional state of children.**
  - **Any signs of injury or possible child abuse must be reported according to The First Presbyterian Church of Ramsey, NJ Children and Youth Protection Policy.**
  - **Volunteers and staff are required to read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse and will attend training sessions on the subject.**
  
- **On-Site Events and Off-Site Events / Trips**
  - **For each trip or activity, two or three “designated leaders” shall be named, and identified as such to the trip or activity participants.**
  - **Leaders will always give parents advance notice and full information regarding the event in which their child or youth will be participating, including the names of the designated leaders.**
  - **Volunteers and employees are required to report any concerns or suspicions regarding their observations of any individual’s interaction with a child. *Except for concerns related to alleged or potential abuse, which require mandated specific immediate reports (see REPORTING, Appendix A),* these concerns must be reported to the senior-most designated**

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leader, unless he or she is involved in any way in the abuse, in which case the concern must be reported to one of the other designated leaders. The concerns are to be discussed with the individual. If the concerns are not alleviated by a change in the individual's behavior, the individual shall be asked to leave the event/trip.

- All adult drivers of children and youth must have a valid driver's license, have valid in-force auto insurance coverage and must abide by safe driving laws when transporting children or youth.
- Seat belts will be provided and utilized for all passengers, except where commercial busses lack them.
- While discouraged, occasionally it may be necessary for an adult leader to take a child or youth home after an event. Prior permission of the parent or guardian must be obtained.
- Movies used in all First Presbyterian Church settings and off-site activities shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content.

#### ➤ Personal Conduct

- Conduct myself as a Christian called to service in God's Kingdom.
- Consuming, using, possessing, being under the influence of alcohol or illegal drugs while working or volunteering with children or youth is prohibited.
- Being impaired by legally prescribed drugs while working or volunteering with children or youth is prohibited.
- Smoking or use of tobacco *in the presence of* children, youth, or parents while working or volunteering is prohibited.
- Profanity, inappropriate jokes and media, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, youth, or parents are prohibited.
- Possessing or using any weapons or firearms while working or volunteering with children or youth is prohibited.
- Be mindful of the content on any portable electronic device, social networking pages, or other electronic media that might be accessible to any children and youth.
- Volunteers and staff may not date or be romantically involved with program participants or church members who are younger than 18 years of age.

I have read and understand this Code of Conduct and consider it to be both a vow to God and covenant between the Church and me.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_