

Code of Conduct

Adults who work with children or young adults through the Diocese of Buffalo or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and assists – and does not harm -- the children and young adults with whom they work. In keeping with that obligation, the Diocese of Buffalo establishes the following Code of Conduct for all who minister to children and young adults in the parishes of the Diocese, teach children and young adults in the schools of the Diocese, coach children and young adults on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with children and young adults through the Diocese of Buffalo.

As one of the priests and religious, teachers and coaches, employees and /or volunteers, who work with children and young adults in or through the Diocese of Buffalo, I solemnly pledge that:

- 1) I will to the best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Buffalo;
- 2) I will always remember that I am not a peer of the children or young adults with whom I work and I will perform my duties accordingly;
- 3) I will maintain appropriate physical and emotional boundaries from the children and young adults with whom I work;
- 4) I will avoid situations where I am alone with a child and/or young adult at Church activities;
- 5) I will refrain from any and all physical conduct, conversations and other communications with children or young adults that have a sexual purpose or result;
- 6) I will not touch a child and/or young adult in a sexual or other inappropriate manner;
- 7) I will report suspected abuse to the pastor, administrator, or appropriate supervisor and I will report to the appropriate office of the District Attorney any allegation of sexual abuse of a person who is a minor;
- 8) I will cooperate fully in any investigation of abuse of children and/or young adults;
- 9) I will treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- 10) I will use positive reinforcement rather than criticism, competition, or comparison when working with children and/or young adults;
- 11) I will neither accept expensive gifts from children and/or young adults nor give expensive gifts to them without prior written approval from the parents or guardians and from the pastor or administrator;
- 12) I will not smoke or use tobacco products in the presence of children and/or young adults;
- 13) I will not use, possess, or be under the influence of alcohol while working with children and/or young adults;
- 14) I will not use, possess, or be under the influence of illegal drugs at any time;
- 15) I will not pose any health risk to children and/or young adults (i.e., no fevers or other contagious situations);
- 16) I will not strike, spank, shake, or slap children and/or young adults;
- 17) I will not humiliate, ridicule, threaten, or degrade children and/or young adults;
- 18) I will not use any discipline that frightens or humiliates children and/or young adults;
- 19) I will not use profanity in the presence of children and/or young adults.

I understand that this code is to be applied fairly and equitably on a case by case basis.

I understand that whenever I am working with children and/or youth, as a volunteer or employee, I am subject to a thorough background check including criminal history.

I further understand that this criminal background check will be conducted prior to beginning my employment/assignment and thereafter at such times and frequencies as determined by the agency, department, and/or organization by which I am employed and/or to which I am assigned.

I understand that criminal background and character reference information may be requested from public and private sources.

I understand that any action inconsistent with this Code of Conduct, or actions inconsistent with Diocesan policies for the protection of children and young adults, or failure to take action mandated by this Code of Conduct may result in removal from my position.

I also understand that this code of conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, or insurance company contacted by the Diocese of Buffalo or its agent to furnish the information described herein. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any liability arising out of the requests for or release of any of the information or reports herein.

Printed Name

Signature

Date

UNIFORM VOLUNTEER QUESTIONNAIRE

We do not discriminate in our selection of volunteers on the basis of race, color, age, sex or national origin. We may consider the candidate's religious affiliation in its decision to accept you as a volunteer because of its status as a religious entity, consistent with state and federal law.

Last Name: _____ First: _____ Middle Init: _____

Preferred Name: _____ Parish or Institution: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ / _____ / _____
(Month) (Day) (Year)

Address: _____
(Street Address) (Apt) (City) (State) (ZIP code)

Telephone # (Home): _____ (Business): _____

Nature of volunteer assignment: _____

Date volunteer assignment will begin or began: _____

EMPLOYMENT RECORD

CURRENT OR MOST RECENT EMPLOYMENT:

Employed by: _____

Address: _____
(Street Address) (City) (State) (ZIP code)

Your Supervisor: _____ Telephone # _____

Supervisor's title: _____

Employed from: _____ (month/year) to _____ (month/year)

Why did you leave? _____

IF EMPLOYED LESS THAN TWO (2) YEARS, PREVIOUS EMPLOYMENT:

Employed by: _____

Address: _____
(Street Address) (City) (State) (ZIP code)

Your Supervisor: _____ Telephone # _____

Supervisor's title: _____

Employed from: _____ (month/year) to _____ (month/year)

Why did you leave? _____

VOLUNTEER SERVICE OR PERSONAL REFERENCES WITHIN THE PAST THREE (3) YEARS:

or list other references

Organization Name / Address / Supervisor	Position	Dates	Tele.#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Religious affiliation: _____

Have you ever been discharged or asked to resign by your employer or a volunteer organization?

Yes No If yes, please state circumstances: _____

Have you ever been convicted of, or are you currently under indictment for a crime with the exception of a traffic offense? Yes No Date: _____ Please explain.

State charge and disposition: _____

Are you now or have you ever been the subject of an indicated report of child abuse, neglect or maltreatment? Yes No Date: _____ If yes, please explain. _____

Your answer is looked upon only as one of the factors considered in our decision and is evaluated in terms of nature, severity and date of the offense. No applicant will be excluded from consideration due to prior arrests.

APPLICANT'S AGREEMENT:

I hereby represent that each answer to a question herein and all other information or personal references furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject which the answer or information relates. I understand that any incorrect or false statements or information furnished by me will subject me to discharge at any time. I hereby authorize my former employers and organizations to which I volunteered my services or personal references to give any information regarding my employment or volunteer services with them and, in addition, to furnish any other information they may have concerning me including, but not limited to, character, general reputation and personal characteristics.

I also understand I am subject to a through background check including criminal history.

I understand that my volunteer services are for no definite period and may be terminated at any time without previous notice.

Signature of Applicant _____ Date _____