

**Greater Collegedale School System**  
**Parent Volunteer Information and Code of Conduct Form**

---

Name \_\_\_\_\_ Date \_\_\_\_\_

**Please list all children**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

(cell) \_\_\_\_\_ Activities with which you are planning to help \_\_\_\_\_

Volunteer's Emergency Contact/Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

**Code of Conduct and Guidelines for Volunteers**  
*Revised 2016*

***Acknowledgement***

Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

***My Commitment to Volunteer Ministry***

I will,

1. **Never leave a child or group of children for whom I am responsible unattended.** I will provide appropriate supervision at all times.
2. **Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children.** If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.
3. **Always ask a child's permission before physically touching** him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure that another adult works with you as care is provided.)
4. **Refrain from physical and verbal attacks and corporal punishment** which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. **Affirm children with appropriate touching** by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." (Always keep hands at – not below – the shoulder level. A caregiver's kiss should be to the forehead or cheek only – not elsewhere. For small children who like to sit on laps, I will encourage them to sit next to me.)
6. **Provide extra care when taking small children to the restroom.** I will take another adult along, or leave the door open.
7. **Be aware of conducting activities in rooms that do not have an interior viewing area,** or I will leave the door open during the activity to allow easy observation by others.
8. **Cooperate with the volunteer screening process and complete the Volunteer Ministry Information Form,** as required by the church.
9. **Be aware of the signs and symptoms of child abuse** and aware of the legal requirements for reporting suspected cases of abuse.
10. **Cooperate with church leadership** in conducting children and youth ministries by being a volunteer who is loving, kind, firm and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. **Participate in orientation and training programs** conducted by the church.

The North American Division of the General Conference of Seventh-Day Adventists and Adventist Risk Management, Inc., recommend these Guidelines for Volunteers, which serve as a protection to you, your ministry, and the church from allegations of abuse.

**I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

**Office Use Only**

\_\_\_\_ Approved      \_\_\_\_ Not Approved      Date \_\_\_\_\_ Administration Initials \_\_\_\_\_