

POLICY 8.4 Screening and Acceptable Conduct

Policies related to screening and safe environment

The Catholic Church in Canada, and globally, is committed to ensuring the safety and well-being of everyone in her care, and most especially children, youth and vulnerable adults. AGM has developed protocols and policies to prevent misconduct of any type. For youth events, this means that all employees and volunteers involved in organization, supervision, chaperoning, leading, and money-handling, will need to complete a variety of screening activities, orientation sessions, and, as necessary, training.

All employees of AGM, including parishes, and all volunteers who are 18 years of age and over and are participating in youth events, in any capacity, will need to provide to the local or archdiocesan screening coordinator: a criminal record check, including a vulnerable sector check, completed by the local RCMP detachment; and an intervention record check, completed by the regional CFSA office. [Note: Criminal record checks are considered valid for five years. Intervention record checks are considered valid for three years.]

They will also be required to fill out a Covenant of Care form. Please see the Misconduct Policy, Section 5 in the *Policy Manual*, for more details and information on obtaining the record checks and completing the necessary forms.

Code of Conduct

The Archdiocese of Grouard-McLennan is committed to ensuring a safe and respectful environment for all those entrusted to our care: parishioners, volunteers, employees, clergy and, most especially, children, youth and vulnerable adults. We uphold and promote the values expressed in the Gospel of Jesus Christ and the teachings and laws of the Catholic Church. These include, but are not limited to:

- Serving others in love, humility and sacrifice
- Respecting the dignity and well-being of every person
- Acting in justice and charity in every situation and relationship

In light of these values, we have developed codes of conduct that must be followed by all participants, leaders, supervisors and chaperones involved in events for youth and young adults.

Appropriate Conduct and Behaviour – participants

- Adhering to the published policies and procedures of the Archdiocese of Grouard-McLennan
- Treating with courtesy and respect people in authority over us, our peers, and anyone else we meet
- Following the rules and requirements for the events and activities we are participating in
- Respecting any confidential or personal information related to the events and activities we are participating in.

Appropriate Conduct and Behaviour – leaders, supervisors and chaperones

- Adhering to the published policies and procedures of the Archdiocese of Grouard-McLennan
- Treating with courtesy and respect people in our care and control, our fellow volunteers, archdiocesan staff, and anyone else we meet
- Carrying out our duties as volunteers and staff with competence and care
- Following the rules and requirements for the events and activities we are supervising
- Respecting any confidential or personal information related to the events and activities we are responsible for or participating in.

Unacceptable Conduct and Behaviour for All

- Use of physical contact or restraint for correction or discipline or to intimidate
- Physical displays of affection that suggest a romantic or intimate relationship, including but not limited to: kissing; sitting or standing with one or both arms around the shoulders or waist of another person; sitting in the lap of another person; leaving the proximity of the group without express consent of a leader, supervisor or chaperone; refusing to comply with requests (from anyone) to separate from another person
- Bullying or otherwise verbally demeaning anyone
- Use of obnoxious language, including cursing, profanity, racist, sexist or other demeaning expressions
- Any behaviours that would, to a reasonable person, create a hostile environment for anyone participating in the event or activity.

Organizers of events must obtain from all participants a signed Form 8.4.a Code of Conduct – Participants and from all leaders, supervisors and chaperones a signed Form 8.4.b Code of Conduct – Leaders, Supervisors, and Chaperones. These forms are to be submitted to the Archdiocese Finance Section, in accordance with Policy 8.5, below.

Accepted by the Council of Priests and College of Consultors on 11 March 2015