



DAVIDSON COLLEGE PRESBYTERIAN CHURCH

EMPLOYEE AND VOLUNTEER CODE OF CONDUCT

DCPC employees and volunteers:

- Will not verbally, emotionally, physically, or sexually abuse children/vulnerable adults or discipline children/vulnerable adults by using physical punishment or by failing to provide the necessities of care. Will use physical restraint only in situations necessary to protect the children/vulnerable adults, other children/vulnerable adults, or staff from harm.
- Will avoid situations during DCPC programs in which they would be alone with a single child/vulnerable adult and cannot be observed or monitored by others. As adults supervise children/vulnerable adults, they should space themselves in a way that other adults can see them.
- Are expected to observe the Two-Adult Rule and Open Door Policy in their interaction with children and vulnerable adults at all times except in emergency situations. Adults should only visit a child's home in the presence of a parent or legal guardian.
- Will always use proper supervision when children are using restrooms such as 1) ensuring no suspicious or unknown individuals are occupying the restroom before allowing children to use the facilities 2) preschool children should receive the minimum amount of assistance needed based upon their individual capabilities. If physical assistance is necessary, another staff member or volunteer should be present. 3) If elementary-aged children requires assistance, the worker should leave the exterior bathroom door open and verbally assist the child in completing their activities while the child remains alone behind the closed door of the bathroom stall.
- Will respect the rights of children/vulnerable adults not to be touched in ways that make them feel uncomfortable, and their right to say no. Adults will discourage children/vulnerable adults from touching others in an inappropriate manner.
- Should be alert to the physical and emotional state of children/vulnerable adults entering the program. Any signs of injury or possible abuse must be reported to the Ministry Area Leader who will report to the Pastor/Head of Staff or designee.
- Should release children only to the authorized parent, guardian, or other individual.
- Will not use, possess, or be under the influence of alcohol or illegal drugs, or be impaired by legally prescribed drugs during church working hours or

church sponsored programs. Will not smoke or use tobacco during church programs.

- Will not 1) use profanity, inappropriate language, jokes, or any kind of harassment in the presence of children/vulnerable adults, parents or guardians; 2) share inappropriate details of their personal life; or 3) ask children/vulnerable adults to share inappropriate details through any form of communication: written, verbal, or electronic. DCPC employees and adult volunteers may not date program participants under 18 years of age.
- Are required to 1) read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse; and 2) attend training sessions on the subject, as instructed by a supervisor.
- Are required to report to the Pastor/Head of Staff or Associate Pastor of Faith Formation any circumstances under this policy that might affect their ability to work with children/vulnerable adults.
- Are encouraged to be aware of, to help remedy, and to report situations where risk of inappropriate treatment exists.
- DCPC accommodates gender identity and fluidity in our practices. Any questions regarding the gender identity and/or fluidity of an individual shall be addressed by the Associate Pastor for Faith Formation, the Ministry Area Leader, and parents/guardian of the child/vulnerable adult.