Code of Conduct

When working with Children

For

International Children’s Network (ICN) Parent Organization of Matsiko Children International (MCI) and its Matsiko

World Orphan’s Choir

and any other Partner or affiliate of ICN

When **working** with **children** the follow rules must always be displayed:

• Treat all **children** equally, and with respect and dignity

• Always put the care, welfare and safety needs of a child first

• Always work in an open environment, avoiding unobserved situations

with any child or children –AT ALL TIMES!!!

• Any and all staff, leader, worker, helper, volunteer must observe ICN’s

“2 deep rule” where one adult must always have another adult with them AT

ALL TIMES when associating with a child. Failure to not observe this rule will

be an automatic dismissal and removal for working with children for ICN.

• There is no ‘private’ room that a young person needs to be spoken to or disciplined -

TWO Staff must ALWAYS be present as stated in the “2 deep rule”

• Be a good role model, avoiding smoking, drinking or use of bad language

in front of **children**

• Give enthusiastic and constructive feedback rather than negative

criticism or sarcasm where it may cause a child to lose self-esteem or confidence

• Ensure that if any form of manual or physical contact is required

during an activity that the child is informed of what is required and

their consent is obtained

• If **children** have to be supervised in changing rooms ensure you work in

pairs

• Ensure that if mixed groups of **children** are taken on trips that they

are accompanied by a male and female staff/volunteer/helper always

• Ensure that when on trips away from home you do not share a room

with a child or enter their room other than in an emergency, unless it

has been agreed that the child/ **children** require additional support or

supervision.

• Ensure that you do not invite **children** to come to your home

• Adults must ensure that the activities which they direct or advocate are

appropriate to the age, maturity and ability of the young person e.g. they must

not show a rated 15 movie to 14 year olds.

• Obtain written parental consent if you are required to transport a

child in your car

• Never engage in rough, physical or sexually provocative games,

including horseplay

• Never leave a minor alone.

• Never allow or engage in any form of inappropriate touching

• Never make sexually suggestive comments to a child, even in fun

• Never allow allegations made by a child to go unrecorded or not acted

upon

• Report immediately any suspicion that a child could be at risk of harm

or abuse

• Never do things of a personal nature for a child, that they can do themselves

• Never form inappropriate emotional or physical relationships with

**children**

• Never accept expensive gifts from **children** and/or youth or their parents without prior written approval from the pastor or administrator.

• Refrain from giving expensive gifts to **children** and/or youth without prior written approval from the parents or guardian and the pastor or administrator.

All individuals who harm a child or place a child at risk of harm will be

asked to leave the children and working with the children and choir will be

referred to the legal authorities to determine whether they should be

placed on the disqualified from **working** with **children** list.

In addition If you accidentally hurt a child, or cause distress in any manner, or

the child appears to be sexually aroused any action, misunderstanding or misinterprets

something you have done, report the incident immediately. Parents/guardians should

also be informed of the occurrence.

All requirements adopted by International Children’s Network (ICN), World Orphans Choir & Partners of ICN have been agreed upon by every individual volunteer, staff, leader or person associated with

International Children’s Network, World Orphans Choir (AKA Matsiko), & Partners of ICN (Hereafter in this document as “ICN”)

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I understand that as a volunteer **working** with **children** and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this **Code** of **Conduct** or failure to take action mandated by this **Code** of **Conduct** may result in my removal as a volunteer with **children** and/or youth. 

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Volunteer’s Printed Name 

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Signature

The **Code** of **Conduct** for Volunteers **working** with **Children** is to be given to all ICN, WOC & ICN Partners’ volunteers who work

with youth, and paid staff and parents/guardians of minors involved in programs. A signed acknowledgement of

receipt must be received from the parents/guardian before their child can participate in programs.

**Definitions, General Guidelines, Touching and Reporting Practices**

A. Definitions:

1. A *minor* is defined as anyone under the age of 18.

2. An *adult volunteer* is defined as a person aged 18

or older and described as a “worker” with any other adult associated with the children

3. Physical abuse is non-accidental injury that is intentionally inflicted upon

a child. These need not be serious injuries.

4. Sexual abuse is any contact of a sexual nature that occurs between a minor

and an adult. This includes any activity that is meant to arouse or gratify

the sexual desires of an adult (an adult is defined in this case as anyone 18

or older).

5. Verbal abuse is defined as any language whose intent is to demean,

humiliate, threaten or punish a child/youth.

B. General Guidelines

The following is intended to be a “Guideline of Understanding & Behavior” for people who

work on any level with **children** at ICN, World Orphans Choir or Partners of ICN

**Children**’s programs are ALWAYS intended to be teaching/learning situations. They may include travel and/or overnight stays to out of town workshops or competitions.

All who **work** with minors and their parents/guardians shall receive

a copy of this **code** of **conduct** and sign an acknowledgement of receipt.

Parents or legal guardians are encouraged to participate in programs that involve

their **children** by:

a. volunteering to work in any possible program

b. observing rehearsals

c. dropping in on programs from time to time

Youth programs should have a minimum of two (2) adult volunteers on site at all

times. No programs should be run with only one adult in attendance.

These guidelines also pertain to shows on the adult theater calendar that have

**children** cast in them.

For the purposes of these guidelines:

1. Activities with minors are to be conducted with the explicit

knowledge and written receipt of **code** and participation of parents or legal

guardians

2. All workers will release minors in their care only to parents, legal

guardians, or other persons designated in writing by parents/guardians, at the

close of rehearsals, performances or other activity.

3. All workers shall remain with minors at the end of any Players’

sponsored event until a responsible adult, guardian, or parent retrieves the

youth. Minors are not to be left unattended or unsupervised. It is mandatory

that two adults be present with minors at all times.

4. Any volunteers or paid staff will not administer medication (including

over the counter medications) without written permission from a parent or

legal guardian.

6. Transportation of minors must always include the following:

a. Parental consent, in writing, is required if a minor is to be transported

by anyone who is not related to them.

b. Two adults should be present when transporting minors

c. Minors are to be transported directly to their destination. No

unauthorized side trips or stops are to be made (this does not include

stops for gas, meals, or restroom breaks when going to out of town

events).

d. Volunteers who transport must have a valid driver’s license and valid

current vehicle insurance.

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7. Volunteers and paid staff are never to be nude (or in any state of undress) in

the presence of minors.

a. Dressing rooms for minors shall be separate from those of adults.

b. Dressing rooms shall be segregated by gender

c. Two adult volunteers (of the same gender as the **children**) should

supervise dressing rooms for all minors.

d. If possible, and when feasible, small **children** should dress at home.

9. Volunteers and paid staff are prohibited from possessing sexually oriented

materials (magazines, cards, videos, books, film, clothing, music, cd’s, dvd’s,

etc.), or accessing similar materials on the Internet

8. Volunteers or paid staff are not to sleep in the same beds, sleeping bags or

other restricted space with minors who are not related to them.

9. Any volunteer with a known criminal history of abusing **children** (physically

or sexually) shall not volunteer in programs for youth/**children**. Any such

volunteer shall not enter on to school property or any child care facility as a

volunteer or representative of International Children’s Network, ICN’s World Orphans Choir or Partners of ICN.

10. Families have the right to expect that personal information about a

child or the family held by the program remains secure. We are responsible for maintaining

confidentiality, and respect each person’s right to privacy. We refrain from disclosure of confidential

information and intrusion into family life.

C. Physical Contact

1. Physical contact with minors can be misconstrued by both minors and

other adults, and should occur only under appropriate public

circumstances. Touch should be appropriate, public, and non-sexual.

2. Types of physical contact to be avoided includes (but is not limited to):

tickling, rough-housing and/or wrestling, piggyback rides, any type of

massage, back scratching, any form of unwanted affection and remarks

that refer to physique or body development.

3. The following will also be practiced in every program:

A. I will set clear and reasonable classroom rules and will apply them consistently. I will involve

**children** in the rule-making process.

B. I will give **children** opportunities to ask questions, make decisions, and solve their own

problems, using their own words.

C. I will not engage in corporal punishment, emotional or physical abuse, humiliation, or any

discipline that involves isolation or denial of a child’s basic needs.

D. I will not use food as a reward or punishment.

E. I will participate in training and mentoring to learn and refine appropriate disciplinary

techniques. I will implement this training in the Head Start and/or Early Intervention class.

D. Reporting

1. All volunteers or paid staff are required to report violations of these

standards to the President of International Children’s Network and / or any supervisor immediately.

They shall then take the report to the Executive Committee of the Board.

2. Violation of any of these standards may result in termination.

Parent/Guardian Acknowledgement of Receipt

of **Code** of **Conduct** for Volunteers and Paid Staff **Working** with **Children**

from International Children’s Network, World Orphans Choir or any Partner of ICN

I am the parent and/or legal guardian of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name of child or **children**

By signing this form I acknowledge that I have received a copy of ICN and/or its World Orphans Choir **Code** of **Conduct** for Volunteers and Paid Staff **Working** with **Children**.\*

I understand that I will be governed by these standards if I volunteer to work in my

child’s (or **children**’s) show and agree to abide by all rules contained within ICN’s Code of Conduct and submit to the existing leadership.

I understand that I will immediately report any violations of these standards to the President of ICN and / or any immediate and/or accessible leader.

Signature of Parent or Legal Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policies to observe & practice within the Code of Conduct of any Volunteer, Staff or Associate of International Children’s Network (ICN), World Orphans Choir (WOC or Matsiko) and all Partners of ICN:**

**Sexual Harassment**

ICN, World Orphans Choir & partners of ICN affirm that the harassment of any volunteer with regard to sex, race,

national origin, religion, handicap, sexual orientation or other reasons violates the philosophy and goals inherent in Human Rights.

Sexual harassment will not be tolerated and any volunteer who experiences this should

bring their complaint to either their director, any supervisor or committee chairperson. Sexual harassing

behavior includes but is not limited to: repeated offensive or unwelcome sexual

flirtations, advances, propositions, continued or repeated verbal abuse of a sexual nature,

graphic verbal commentaries about an individual’s body, sexually degrading words used

to describe an individual, obscene jokes, or graphic material displayed.

**Screening Policy**

1. At a minimum, ICN will screen volunteers and staff regularly

involved with **children** and youth as a result of their involvement with the

organization as a whole.

2. ICN, at its discretion, will screen other volunteers and staff based upon

their role in the organization.

3. A Volunteer Information form will be completed prior to the volunteer **working**

on more than one occasion with any specific production or activity.

4. Committee chairs or their designee will assure forms are distributed and collected

according to policy.

5. Completed forms will be submitted to the direct leader of ICN.

6. The direct leader or any personnel above the direct leader from ICN will screen for criminal convictions.

7. Persons found to have conviction(s) and/or to have pled guilty to crimes involving

harm to another will not be allowed to continue as a volunteer.

8. Other criminal convictions will be evaluated in relation to the role the volunteer

or staff member fulfills.

**Compliance with program confidentiality policies.**

a. As a condition of employment, I agree to keep confidential all information that may in the least possible way potentially even place any negative connotation whatsoever in the least to ICN, ICN’s World Orphans Choir and/or members of their staff, volunteers, partners or anyone else associated with them during and after my work with ICN and / or WOC or any partner or person associated with them.

* I also agree to not work in the same or similar field as I am currently working or anything remotely similar to the work of ICN, ICN’s World Orphan Choir or anyone associated with them after I leave my voluntary or paid work from ICN or its choir or any group affiliated with them for a minimum of 10 years.
* I agree that I will NEVER share any information or ideal that I may have heard, understand, read, know, discussed or even believe of ICN, its World Orphans Choir or any other group, business, organization, entity or person associated with ICN without first receiving the express written permission listing me by name on the specific topic in question from each Board Member of ICN collected individually.

b. I will respect all confidential information about any ICN/WOC child, family, or staff member.

Staff, family and child information is to be shared only with other paid staff who need the

information to perform their job.

c. I agree to never disclose information on any child or family member outside the program

without a signed release, except as noted in the Confidentiality policy.

d. I understand that parents have access to their child's generated records upon request to the classroom teacher or to a member of ICN and World Orphans Choir Team Leaders

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**Compliance with all applicable laws, standards, policies and procedures**

a. No staff member or volunteer shall speak on behalf of ICN, World Orphans Choir or any Partner of ICN unless they have written authority given by the ICN Board of Directors. Staff members and volunteers shall take care to protect the

integrity of any and all Programs with ICN, ICN’s World Orphans Choir and all Partners of ICN at all times.

b. Staff and governing body members shall always **conduct** their business in a manner that does

not conflict with the public interest and dignity of the individual, and with respect and

commitment for the rights of Head Start **children**, parents, staff and communities in

accordance with the law.

c. As per ICN, World Orphans Choir and Partner of ICN policy, staff employees and volunteers are prohibited from accepting any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind, directly or indirectly from vendors, suppliers, venues or contact persons of any level.

**CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT:**

Any and all workers violating this **Code** of **Conduct** will be subject to disciplinary procedures from ICN or the leadership and its partners.

Disciplinary actions for staff can include: Termination (dismissal), Discipline (counseling or other

employment action); Sanctions (oral or a written warning, warning letter, temporary reduction in pay,

probation, suspension with or without pay), returning home at own personal expense and anything legal and reasonable determined at the time through the leadership stated above.or any potential financial damages resulting in action.

Any college student or consultant who breaches this **Code** of **Conduct** will be asked not to return to the classroom or program. Such a person could also be subject to civil and legal penalties in addition to anything listed above.

**If a concern about a child’s welfare comes to your** **attention:**

1.Take seriously any suspicion or allegation of abuse, or any

disclosure of concern made by a child (or adult).

2. If a concern comes to your attention, record information,

including relevant details. Be sure to record opinions or

feelings as such; do not record them as facts. Do not question

or interview the people involved in the incident of concern.

3.Report any concerns within the area of Child Protection

(physical, emotional or sexual abuse, neglect or bullying), in

confidence and without delay and if there appears to be an immediate risk,

contact the police or your local social services.

**Adult Employment / Volunteer Application**

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

            Last    First    Middle

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                      Street    City     Zip

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time to be contacted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours available per week \_\_\_\_\_\_\_\_\_\_  Prefer:      AM           PM

Best Day(s) to serve:     Mon     Tues    Wed      Thurs       Fri      Sat        Sun

On tour for 3 Months 6 Months 1 Year **Other determined time frame** \_\_\_\_\_\_\_\_\_\_\_\_

Position applying for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present parishioner    \_\_\_\_\_\_Yes        \_\_\_\_\_\_No       \_\_\_\_\_In membership process

Volunteer positions held in the past \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Full-time   /   Part-time

Vehicle Make and car insurance information  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What skills, spiritual gifts, or talents do you have which might be useful in this position?   
   
   
   
What training or experiences do you have which might be useful in this position?