



## Covenant of Care Agreement

As a cleric, religious, employee or volunteer within the Diocese of Victoria, I promise to adhere to the expectations outlined in this Covenant of Care Agreement.

### **Commitment**

#### *I will:*

- treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- assume responsibility for establishing and maintaining clear, appropriate boundaries in all ministry situations involving children and vulnerable adults;
- think and act carefully to avoid situations which could lead to embarrassment, accusations or temptations;
- ensure all physical contact with children or vulnerable adults is completely non- sexual and based only on the individual's needs;
- use positive reinforcement rather than criticism, competition, or comparison when working with children or vulnerable persons;
- handle discipline issues in coordination with the immediate supervisor and the parents;
- refrain from using corporal punishment or discipline that frightens, ridicules or humiliates children or vulnerable adults;
- use respectful language, refraining from the use of profanity in the presence of children or vulnerable persons;
- recognize that a degree of vulnerability exists when clergy, religious, employees or volunteers are alone with a child or vulnerable adult;
- agree that a team approach of at least two adults should ordinarily be used when managing activities;
- ensure that the locations are open to public view and that doors to rooms are left open, in unforeseen circumstances, where I am alone with children or vulnerable adults;
- never be alone with a child or vulnerable adult in a sleeping facility, locker room, dressing facility, or other closed area;
- not allow a single child or vulnerable adult to stay overnight in private accommodations or residence;
- obtain verbal or written consent from a parent or legal guardian prior to taking pictures of a child or vulnerable adult;
- ensure no child or vulnerable adult is photographed in a way that diminishes their dignity;
- ensure no child or vulnerable adult is supplied with alcohol, tobacco, drugs or illegal substances;
- never administer medication to a child or vulnerable adult without prior written permission;
- refuse to accept from or give expensive gifts to children or vulnerable persons; and
- not use, possess, or be under the influence of alcohol or illegal drugs while engaged in ministry.
- follow all financial policies and procedures;
- keep confidential all personal and sensitive information obtained in the course of my duties;
- immediately declare any conflicts of interest and take no further part in discussion or decision-making where a conflict of interest has been identified.



# Responsible Ministry & Safe Environment

Roman Catholic Diocese of Victoria

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### Reporting

***I will:***

- protect the safety, health and wellbeing of children and vulnerable adults by reporting abuse or suspicion of abuse to the appropriate authorities: BC Ministry of Children and Family Services Helpline For Children at (250) 310-1234, VictimLinkBC (Vulnerable Adults) at 1-800-563-0808 or local police; Diocesan Responsible Ministry & Safe Environment Coordinator at (250) 479-1331 Ext. 223;
- understand that failure to report suspected child abuse to civil authorities is a serious offense; and,
- cooperate fully in any investigation of abuse of children or vulnerable adult.

***I understand that as an employee/volunteer working with children or vulnerable persons, I will be required to have a Criminal Record Check, provide three character references and attend an orientation session pertaining to the Roman Catholic Diocese of Victoria's Policy for Responsible Ministry and Safe Environments.***

***I understand that any action inconsistent with the Covenant of Care Policy and this Covenant of Care Agreement or failure to take action mandated by this Policy and Agreement may result in my removal from ministry or employment.***

Signature \_\_\_\_\_ Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_ Parish/School/Department \_\_\_\_\_

**Diocesan Responsible Ministry & Safe Environment Coordinator: (250) 479-1331 Extension 223**