

# ***Catholic Mutual CARES***

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## **CHAPERONE GUIDELINES/ BEHAVIOR STANDARDS**

Chaperones must be at least 21 years old, or 25 for events that include an overnight stay. While it is acceptable to have “helpers” between the ages of 18 and 21, we recommend that they be supervised by an adult chaperone. Each chaperone will be assigned a specific group of students for whom they will be responsible.

### **Regular daily responsibilities will include:**

- Make sure students are present on the bus or other means of transportation every time transportation is used.
- Make sure the students are in their rooms at curfew.
- Make sure students are awake on time.
- Make sure students understand the daily itinerary.
- Observe students for suspicious behavior that might involve breaking the rules.
- Remain attentive to students who are loud, disruptive, or disrespectful, and address such behavior promptly and firmly.
- Assist in medical emergencies and contact the person in charge immediately.
- Inquire within the assigned group about any individual medical conditions or concerns.
- No students or chaperones should leave the group for unauthorized excursions.
- You may search students’ rooms at any time with or without the students’ permission.
- Check luggage before the trip.
- Check hotel rooms for any damage or things left behind.
- Make sure students are properly dressed at all times.

### **Behavior standards include:**

- “Buddy systems” should be used by chaperones; thus, it is very important to ensure 2 adults are always present (1 “adult” and 1 individual 18-21 is fine also).



- **Chaperones will refrain from the use of and the supply of alcohol, tobacco, and illegal drugs when working with children and youth.**
- One-to-one contact with a student should always occur in a public place.
- Any verbal or nonverbal sexual behavior with any student is inappropriate.
- Do not touch a student against his/her will.
- Do not touch a student on any portion of their body that would be covered by a bathing suit.
- Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
- Do not appear in front of a student when not appropriately clothed.
- Do not change clothes in the same room or in view of a student.
- Driving alone with a student should be avoided at all times.
- It is not recommended to be one-on-one with a student. If it's necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
- Do not strike or touch a student as a means of discipline.
- Do not use derogatory language when addressing a student.
- Be alert for suspicious or unusual behavior.
- All suspicions of child or sexual abuse need to be reported to appropriate personnel.
- No student should be taken on any type of trip or excursion without the written consent of the custodial parent or legal guardian.
- No student should be allowed to visit you in your quarters.
- No student should be denied food, water, or shelter.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary. I have read and understand these job duties, and my supervisor has reviewed these requirements with me. In addition, I affirm that I understand my role in the ministry of the church, that I fully support that ministry, and that I will behave in a way that is consistent with the guidance of the Bishop and the greater church.

Reviewed with: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chaperone)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)