

PROTECTION OF CHILDREN & YOUNG PEOPLE POLICY

Appendix - GUIDELINES CONCERNING ALL YOUTH AND STUDENT TRIPS

I. Introduction

- a. The following Guidelines Concerning all Youth and Student Trips has been approved by the Diocese of Jackson and is intended for the Diocesan parishes, schools, and other related entities in accord with all other official documents of the Diocese of Jackson.
- b. These guidelines are to be followed by all participants, pastors, LEM's, school administrators, teachers, DREs, youth directors, supervisory personnel, chaperones, volunteers, or anyone working in an official capacity of the Diocese of Jackson when traveling for day or overnight trips, both inside and outside of the Diocese.
- c. Types of events include, but are not limited to, Diocesan, parish, school, and/or other Diocesan related entities' retreats, field trips, sports tournaments, mission trips, pilgrimages, conventions, conferences, and recreational trips.
- d. The Diocese of Jackson requires all official personnel to be at least 21 years of age or older to supervise participants enrolled in any Diocesan school, pre- kindergarten program of education, parish youth group, or religious education program. Siblings, friends, etc. must register to participant in the above group events. All participants are subject to the supervision of the official Diocesan personnel while attending the activities.

II. General Information

a. Authorization

- I. Trips and other functions must be approved, both for planning and implementation, by the principal in the case of elementary and secondary schools, by the Pastor/LEM in the case of parishes, or by the youth office in the case of any related entities. International travel will require the Bishop/Vicar General approval. Approval from the Pastor/LEM/Superintendent must be given for any out of state trip. Diocesan guidelines for all trips and functions should be observed at all times and shall prevail over any other guidelines provided in the case of a clear conflict.
- II. The authorized Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/Religious Education Programs as well as the Medical Authorization for Minor forms provided by the Diocese are required for all participants. No authorization will be given to those participants who do not submit the proper medical and liability release forms.
- III. Chaperones and supervisory personnel for domestic travel must be provided by the entity at a suggested ratio of no more than 10 participants to 1 adult for groups in grades 7-12, and no more than 5 participants to 1 adult for Pre-K-6th grade. It is suggested that chaperones be gender specific, i.e., if there are participants of both genders, then there should be chaperones of both genders. All adult chaperones and supervisory personnel must be compliant with Protection of Children Policy requirements.

b. Requirements for Participants of Different Age Levels

- I. Elementary school age—Pre-K through 6th grade—trips are limited to one day in duration with no overnight stay. These trips must have an educational or spiritual component/purpose.
- II. Middle school age—7th through 8th grade—trip experiences should include spiritual, educational, or faith building components. International travel is not approved for students of middle school age.
- III. High school age—9th through 12th grade—trip experiences should include spiritual, educational, or faith building components.

c. Transportation

- I. Commercial carrier or contracted transportation which is licensed and insured is required.
 1. Any travel organization used must be licensed.
- II. Commercial bus carriers should provide..... see charter bus supplement.
- III. Diocesan-owned school bus
 1. Transportation of students is permitted in a diocesan-owned school bus which for the purposes of this policy is defined as any motor vehicle designed to transport more than 16 persons, including the driver, and that is used to transport students to and from school or in connection with school activities.
 2. If the transportation vehicle, defined as a bus, is provided by a Diocesan entity, school, or parish, then the driver must be in compliance with Diocesan policy for drivers.
 3. All school/parish buses and their operators must meet the requirements of state and federal law with regard to licensure, drug and alcohol testing, equipment, and safety specifications, physical examinations, etc.
- IV. Diocesan-owned passenger vehicles
 1. Defined as:
 - a. A passenger car not to exceed 8 passengers
 - b. A multi-purpose vehicle (e.g., van, SUV, etc.) designed to transport 10 or fewer persons provided the vehicle meets all federal passenger car standards
- V. Personal vehicles
 1. Proof of insurance is required with minimum limits of \$100,000/\$300,000.
 2. A motor vehicle check will be conducted of the driver, and the driver must be compliant with the Diocesan Protection of Children Policy. All drivers must be at least 21 years of age.
 3. All personal cars and their drivers should comply with all applicable local, state, and federal laws.
 4. It is mandated that drivers refrain from using their mobile phones while driving with the exception of hands-free navigation.
- VI. Plane, train, and boat transportation
 1. All safety guidelines laid out by official staff of the plane, train, or boat must be followed at all times.
 2. It is recommended that participants have travel insurance when traveling by boat, train, or plane.
- VII. Further guidelines:
 1. Use of 11-15 seat passenger vans is not allowed.
 2. No weapons are to be carried in any vehicle at any time.
 3. No alcohol or illegal substances are allowed in vehicle.
- VIII. Chaperones and supervisory personnel shall not at any time purchase questionable or illegal items for participants (i.e., cigarettes, alcohol, drugs, weapons, condoms, and sexually aggressive materials) and shall confiscate these items when found.
 1. If illegal weapons or drugs are confiscated, a police report shall be made and the confiscated items shall be turned over to the police.
 - a. Parents or guardian will be called immediately to come and take responsibility for their student who will not be permitted to continue as part of the group regardless of the event.
 - b. An incident report must be filled out.

2. No smoking is allowed in any vehicle when youth are present. Smoking should be at a separate location away from youth.
3. Students are not permitted to travel to or from the field trip destination by means other than with the group unless written requests are made by the parents and approved by the Principal/Pastor/LEM.
4. When trips extend beyond the regular school hours, the supervising teacher, youth director, or other supervisory person is responsible for students until they are released to parents/guardians.

d. Accommodations

I. Hotel rooms

1. Group accommodations must be reserved and confirmed well in advance of an anticipated trip.
2. Care is to be taken when booking hotels for groups. A request must be made upon making reservations that, if possible, all of the rooms be on the same floor or location in the hotel. THERE IS TO BE NO CO-ED SLEEPING ARRANGEMENT.
3. Chaperones and supervisory personnel are not to be housed in the same room with participants except for the participant's parent or guardian; in which case, the parent may sleep in same bed with his/her child with two other children in another bed.
4. If possible, it is recommended that two rooms which house two parents, their respective children, and any other children should be adjoining.
5. All rooms must be checked by the youth directors, chaperones, and supervisory personnel before assigning them to participants to avoid males and females having adjoining doors. Adjoining rooms should only be shared by participants of the same gender.
6. Participants must always be informed and reminded of safety rules and security measures, especially regarding room safety.
7. Always have 2 adult chaperones together when checking youths' rooms.
8. No participant is to be allowed to leave the hotel property or go swimming in the hotel's pool or use the whirlpool or the hotel's exercise room without adult supervision.
9. Participants must never be allowed access to the hotel rooms of participants of the opposite gender, youth directors, chaperones, or supervisory personnel.
10. For safety reasons, chaperones and supervisory personnel must have room keys available for participants rooms at all times. These keys may be kept at the front desk with a list of approved personnel who may access the keys.

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II. Other lodging requirements

1. Chaperones and supervisory personnel are not to be housed in the same room with participants except for a participant's parent or guardian.
2. Any priest or religious participant is to room alone. Seminarians are to room together.
3. In large dorm situations, chaperones and supervisory personnel may be housed in the same area as participants provided that at least 1, ideally 2, chaperones/supervisory personnel are assigned to the dorm. THERE IS TO BE NO CO-ED SLEEPING IN THIS DORM ARRANGEMENT.
4. In situations where males and females share a common large room (such as a parish hall), a sufficient number of supervisory personnel are to be provided on a rotating schedule to ensure constant supervision. Sleeping areas

for males and for females are to be clearly segregated.

e. Other requirements

- I. Youth directors, supervisory personnel, and chaperones are not allowed to have participants remain over night at their homes.
- II. All movies are to be pre-approved by youth directors, chaperones, and supervisory personnel in order to assure that they are age appropriate and comply with Catholic teachings. All parents are to be notified and approval given for their child to participate in the viewing of a movie. Approval can be given orally.
- III. Each child/adult is to wear pajamas that are modest (sweats, shorts & t- shirt, etc.).

f. Medications

- I. Self-medication by children is not allowed except for injections. Parents must provide a complete list of medications taken by their child. This should include a prescription number (if applicable), quantity received, drug strength, expiration date, and dosage schedule. For over the counter

medications, they should provide the name of medication, quantity received, drug strength, expiration date, and dosage. A log should be kept for dispensing the medication including the date, time, and signature as the medication(s) are administered. Parent/s must sign a consent form if they wish the chaperone to give ibuprofen/Tylenol to their child participant when said child is in need of such.

- II. Do not administer inoculations of any kind. Children needing this type of medication (i.e., insulin) are to be supervised by the chaperone.

g. Incident Report Form

- I. This form should be filled out completely as soon as possible after any accident/injury occurs. It is best to complete this form while all the details, including conditions and witnesses are still fresh in your mind. Keep this form on file at the parish/school. If the incident is a diocesan trip, a copy of the incident report should be forwarded to the appropriate office at the Chancery.

h. Chaperones

I. Defined as Teachers, Directors of Religious Education, Youth Directors, Core Team Members, Catechists, etc....

1. The Pastor, LEM, Principal, or Supervisor must ensure that all chaperones and supervisory personnel are in compliance with all Diocesan policies and procedures.

II. Chaperones and supervisory personnel are to carry cellular phones on trips for use in case of emergencies.

- III. Trip emergency information for each participant must be provided to the school or parish with the names of the chaperones and supervisory personnel, hotel or lodging name, address, and telephone numbers. This information is contained in the Parental Permission Liability Form. The trip leader must carry the original forms.

1. All participants should be supplied with a contact list of all the chaperones on the trip and the hotel/s, if any, where they are staying on the trip.
2. Parents must be provided with contact information for the lead chaperones as well as an itinerary.

- IV. Individual emergency cards must be completed by each participant and kept on their person at all times to document each participant's emergency contact information and includes information regarding any allergies the participant might have.

V. Chaperone Guidelines/Behavior Standards

1. Chaperones should be at least 21 years of age and compliant with Protection of Children Policy. It is permissible to have “helpers” ages 18-20; however, these individuals should be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible. Regular daily responsibilities include:
 - a. Make sure students are present on the bus or other means of transportation every time transportation is used.
 2. Make sure the students are in their room at curfew.
 3. Make sure students are awake on time.
 4. Make sure students understand daily itinerary.
 5. Observe students for suspicious behavior that might involve breaking the rules.
 6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
 7. Assist in medical emergencies and contact person in charge immediately.
 8. Inquire within assigned group about any individual medical conditions.
 9. No students or chaperones should leave the group for unauthorized excursions.
 10. Chaperones may search students’ rooms and belongings at any time with or without the students’ permission.
 11. Check rooms for any damage or things left behind.
 12. Make sure students are properly dressed at all times.
 13. The “buddy system” must be used at all times. The “buddy” assignments will be made well in advance of the trip and should have input from teachers, youth ministers etc. to ensure that best pairings are made and, thus, avoid having 2 youths who may not perform well together. Buddies will not change for the duration of the trip.
- VI. Behavior standards for chaperones and group leaders include: All clergy, religious, staff and volunteers of the Diocese will observe the following guidelines for dealing with minors or vulnerable adults:
1. Do not allow any minor to stay overnight in any Church rectory or other living quarters of priests unless they are an immediate family member or are accompanied by a parent or guardian.
 2. Do not provide minors with anything that is prohibited by law, such as alcohol, tobacco, drugs, etc.
 3. Do not sponsor church or school activities which do not comply with curfew laws for minors.
 4. Use caution and discretion in any physical contact with a minor. All physical contact should be public, appropriate and non-sexual.
 5. An adult should never be alone or isolated with a minor. However, if this does occur due to unforeseen circumstances, it should be in a well-lighted public place while waiting for a parent, guardian or another adult.
 6. Do not engage in physical discipline of a minor. Discipline problems should be handled in coordination with your supervisor and/or the parents of the minor.
 7. Do not be along with a minor in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area that is inappropriate to a ministry relationship.
 8. Do not take an overnight trip alone with a minor who is not a member of your immediate family.
 9. Do not sleep in the same bed with a minor. If an adult supervisor stays in a hotel or other sleeping room with a group of minors, the supervisor should sleep in his or her own bed using a roll away or cot if necessary.
 10. Topics, vocabulary, recordings, films, games or the use of computer software or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents should not be presented to minors. Sexually explicit or pornographic material is strictly prohibited.
 11. Do not administer medication of any kind, prescription or non-prescription without written parental permission. (Appropriate forms are in the appendices).
 12. If you recognize inappropriate personal or physical attraction developing between yourself and a minor, maintain clear professional boundaries between yourself and the minor. In the best-case scenario, refer the minor to another adult supervisor ASAP.
 13. If one to one pastoral care of a minor should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that create accountability. Limit both the length and the number of sessions and make appropriate referrals. Notify parents of meetings.

14. Do not give minors keys to church or school facilities. If the minor has a key as a result of being a church employee or volunteer, the minor should be properly screened.
15. Do not transport youth unless you have received prior authorization by the pastor/ principal.
16. Do not take photographs of minors while they are unclothed or dressing.
17. If you observe anyone, adult or minor, abusing a minor, take appropriate steps to immediately intervene and restore minor's safety. Report the abuse to the civil authority in accord with diocesan policy and state law.

International Travel

- a. While the Diocese of Jackson recognizes the many benefits that international travel provides, there is concern about the safety of students, volunteers, and employees participating in these trips as well as the liability involved.
- b. International Travel with Youth is defined as any travel outside the United States, sponsored or organized by a parish, school, the Diocese, or by any other Diocesan related entity in which youth under the age of 18 (or 19 and still in high school) will be involved without being under the direct supervision of a parent or legal guardian.
 - I. If any one participant in any international trips sponsored or organized by a parish or school is under the age of 18 (or 19 and still in high school) and is not traveling and sleeping under the direct supervision of a parent or legal guardian then the trip must be in full compliance with this policy.
- c. International travel for young people is permitted as part of parish/school activities in accordance with the following policy:
 - I. Documentation - The following documentation must be submitted to the Diocese:
 - a. Application for International Travel—applications must be:
 - i. Completed and signed by the Pastor/LEM/Principal and Lead Chaperone.
 - ii. Submitted for approval at least 6 months prior to travel.
 1. Approval of this application must be received prior to making any travel deposits or signing any contracts.
 2. Generally speaking, approval will be granted only after considering the level of risk associated with travel plans including destinations and modes of transportation both at the time of planning and at the time of the trip itself.
 3. Risk will be evaluated according to threat levels assigned by the U.S. Department of Homeland Security (www.dhs.gov) and the U.S. Department of State (www.travel.state.gov)
 4. The Diocese may suspend travel at any time.
 - b. Detailed Itinerary for International Travel:
 - i. This form will require a detailed description of activities, destinations, accommodations, transportation, and medical facilities. It will also solicit information about proof of insurance, number, and make-up of participants, and compliance with both this policy and the Protection of the Children policy. It must be:
 1. Completed and signed by the Pastor/LEM/Principal and the Lead Chaperone only after approval of the trip.
 2. Submitted to the Bishop/Vicar General at least 3 months prior to travel.
 - II. The following documentation must be retained by the Lead Chaperone for all participants. It is required that they be kept in a location that is secure but accessible for the duration of the trip, in the event of emergency or violation of policy.

1. Consent form—a copy should be retained at the local parish.
2. Copy of passport—original is carried by participant during travel.
3. Copy of international travel insurance ID, if any.
4. Copy of primary medical insurance card—copy both sides of primary insurance card
5. Code of Conduct—carry the original signed copy of the Code of Conduct while traveling. Individual signed copies must be retained by the Parish/School.

III. The following documentation must be retained by the designated Parish/School contact for all participants. These forms are not to be submitted to the Diocese. It is required that they be kept in a location that is secure but accessible for the duration of the trip in the event of emergency.

1. Consent form—a copy of this form should be made after all signatures are obtained. The copy is kept by the Parish/School contact for each participant; the original is carried by the Lead Chaperone.
2. Code of Conduct—original signed Code of Conduct forms from all participants are kept by the Parish/School contact.
3. Copy of passport
4. Copy of international travel insurance ID, if any
5. Copy of medical insurance
6. Any additional forms required by the Parish Youth Ministry Program, Parish, School, Diocese, or Diocesan related entity.

d. Participants:

I. All participants:

1. Must have completed and submitted all applicable documentation;
2. Are expected to attend and participate in all required activities and events; and
3. Are expected to have reviewed the itinerary of the trip and have a reasonable expectation of fulfilling the physical and emotional elements that participation requires.

II. Youth:

1. Youth eligible to travel internationally are those who are 16 years of age at the time of travel.
2. Youth must have reviewed trip materials with a parent or legal guardian at the time of travel.

III. Parish/School contact:

1. The Parish/School contact must be a responsible adult 21 years or older who does not travel with the group. The Parish/School contact:
 - a. Must be designated by the Lead Chaperone and/or the Pastor/LEM/Principal.
 - b. Must be available domestically to act as a point of contact for parents and travelers for the duration of travel.
 - c. Must keep the documentation to be retained by the Parish/School secure but readily available for the duration of travel in the event of an emergency.

IV. Chaperones:

1. All chaperones (including the Lead Chaperone) must be approved by the Pastor/LEM/Principal and be at least 21 years of age.
2. It is recommended that there be at least 2 adult chaperones for up to five youth, and one additional chaperone for every five thereafter (for example: at least 3 chaperones for up to 10 youths, 4 chaperones for up to 15 youth,

and so on) for international travel.

3. The ratio of male and female chaperones ideally should reflect the ratio of male to female participants.
4. The duties of all chaperones include but are not limited to:
 - a. Knowing what students are assigned to their group.
 - b. Knowing where their group is at all times; setting specific boundaries of time and acceptable locations; remaining in close proximity to their group and being readily located.
 - c. Enforcing curfew and checking rooms periodically.
 - d. Enforcing the Youth Code of Behavior.
 - e. Being familiar with schedules and layouts of facilities and helping youth do the same.
 - f. Attending and participating in all required activities.
 - g. Accompanying or being accompanied by another adult chaperone when entering a youth's sleeping room.
 - h. Being aware of and in compliance with this policy for the duration of the trip.
 - i. Reporting any illness, injury, or emergency to the Lead Chaperone as soon as possible.

V. Lead Chaperone:

1. One adult Lead Chaperone must be designated and entrusted with supervisory responsibilities. It is required that the Lead Chaperone has organized and led at least two domestic trip with young people prior to leading an international trip. (For this purpose, a domestic trip is defined as one that lasted for at least four consecutive overnights.) The supervisory duties include but are not limited to:
 - a. Ensuring that proper documentation has been submitted to the Diocese and retained by the Parish/School.
 - b. Ensuring that approval of the trip has been granted by the Pastor/LEM/Principal and the Diocese.
 - c. Keeping proper forms secure but readily accessible for the duration of the trip.
 - d. Providing participants and parents with a detailed itinerary that includes the physical and emotional elements that may be required of participants.
 - e. Ensuring that the trip and all participants including chaperones are in compliance with this policy.
 - f. Acting as a point of contact for all chaperones and being responsible for keeping the trip in line with the approved itinerary as well as making any final decisions regarding the behavior and well-being of participants.
 - g. Acting as a point of contact for the Diocese, parents, and Parish/School for the duration of the trip.
 - h. Assigning youth and young adult participants to a specific adult chaperone who will be responsible for their whereabouts and behavior throughout the trip.
 - i. Reviewing access needs and special conditions of participants and making good faith efforts to accommodate them.
 - j. Ensuring that at least one adult chaperone hold a current first aid and CPR certification.
 - k. Designating at least one adult chaperone to hold and distribute medications.
 - l. Ensuring that an adult is available domestically as a Parish Contact, to act as a point of contact for parents and travelers. The Parish/School contact is also responsible for keeping the documentation retained by the Parish secure but readily available in case of emergency.

e. International Supplemental Medical Insurance

- I. International supplemental medical insurance is required for each participant from the time they depart the United States until the time they return.
- II. This insurance may be provided for the group through a travel agent, a host organization, or through arrangements made with an insurance company.
- III. Verification that the group has such insurance for the duration of international travel must be provided on the Detailed Itinerary for International Travel.

f. Transportation

- I. All travel to and from the U.S. by airplane, rail, passenger vessel, mass transit, highway, etc., and all travelers must be in compliance with the U.S. Department of Homeland Security and Transportation Security Administration.

[\(www.tsa.gov/travelers/\)](http://www.tsa.gov/travelers/)

II. Automobiles

1. In addition to the general rules for driving automobiles, in cases of driving outside the U.S., the driver must possess an International Driver's License.
2. The vehicle must be in compliance with all local ordinances and valid automobile insurance which is comparable to that required in the U.S. should be obtained.

g. Illegal substances and weapons—in addition to the policies stated in the Code of Conduct:

- I. Participants are never permitted to drink alcoholic beverages while traveling on a youth ministry trip, even when the legal age for alcohol use is lower in a foreign country than in the United States.
- II. Participants are never permitted to buy, sell, possess, transport, or partake in substances deemed illegal in the United States even if they are legal in the foreign country.
- III. Any participant who is found to be in violation of this policy will be sent home at their own/parents' expense and will not be allowed to travel with parish youth ministry for a period of time to be determined by the Pastor and the Youth Minister Coordinator/Principal.

h. Accommodations

- I. Miscellaneous In addition to the general rules relating to accommodations for domestic travel, lodging with host families is not acceptable for international trips.

II. Vaccinations:

- a. All participants must be in compliance with vaccination requirements of the Center for Disease Control (www.cdc.gov/travel).
- b. Check for any U.S. Travel Alerts/Warnings if trip is planned outside of the United States by visiting <http://travel.state.gov/travel>.

III. If the trip is to a non-English speaking location, arrange to have someone that speaks the language travel with you.

IV. If trip is located outside the U.S., participants should dress appropriately and according to the customs and dress standards of the country in which you are visiting.

V. Be aware of the conditions of local tap water. Boiled or bottled water as well as bottled or canned beverages are safest. Select foods carefully and avoid raw foods that cannot be peeled or boiled.

VI. Contact the local U.S. Embassy upon arrival and notify them of your presence in the country and date of departure. It is also recommended that you contact the local Diocese.