

# Guidelines for Summer Trips

Many parishes are planning summer trips to Cove Crest, Steubenville conferences and mission trips. While those organizations have specific requirements, the Diocese of Pensacola-Tallahassee also has requirements that must be followed. Here's a short list of things to remember – this information can be found in the Department of Youth *Policies and Guidelines Manual*, Sections 3 and 7.

## Adults and Chaperones

- ✓ Chaperones should be 21 years of age or older, be fingerprinted and background checked through the diocese and have the abuse prevention training.
- ✓ Adults should fill out an *Adult Consent and Release for Medical Treatment* when going on a trip or to a diocesan event.
- ✓ The “Two Adult” Rule applies to all activities, programs, or trips
  - No fewer than two adults should be present at all times during any church sponsored program, event, or ministry involving children and youth under age 18
  - At least two adults must accompany group outings
  - Adults should always work in pairs when doing outreach with youth
- ✓ Adult to Youth Ratio
  - One adult for every six youth is required with no less than 2 adults per activity
  - This ratio applies to all youth ministry activities not just trips or diocesan activities
- ✓ No adult should be alone with a single youth in a room, car, or other setting.
- ✓ If both male and female young people will be present, there must also be male and female chaperones.
- ✓ Adults should not share rooms with youth unless it is a dormitory setting and at least two adults are in the dorm. Adults should never share a bed with a young person nor should they dress in the same room as young people.
- ✓ Housing is gender specific
- ✓ Adults should not go into sleeping quarters of young people alone – always take another adult
- ✓ Priest and seminarians are always housed separately from youth

## Transportation

- ✓ Driver must be 21 years of age or older
- ✓ Driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- ✓ All drivers must have a yearly driving record check, be fingerprinted and background checked and attend abuse prevention training
- ✓ The vehicle must have a valid registration
  - Vehicle must have \$100,000/\$300,000 insurance

- ✓ All passengers and driver are required to wear seatbelts
- ✓ An adult should never be alone in a car with a teenager
- ✓ No 15 passenger vans may be used.
- ✓ When traveling long distances, it is important to make regular stops. Six to seven hours of daylight driving is a recommended maximum. (*Policies and Guidelines*, Section VII)

## Other Information

- ✓ Separate accommodations must be provided for males and females.
  - ✓ No youth is permitted to sleep in the room of an adult other than his or her parent/guardian.
  - ✓ In hotel settings, youth will be housed with youth and adults housed with adults.
  - ✓ In a dormitory, two chaperones may be housed in with youth, but at no time should they be in the room alone with a single youth.
  - ✓ Any time youth are taken off the parish grounds, the diocesan *Parent Guardian Consent and Emergency Medical Release Form* must be used. No changes should be made to this form. Parishes should fill in the information about the event at the top.
  - ✓ Make sure parents are aware of the scope of the activity in which their young person will participate so they can make an informed decision.
  - ✓ An itinerary should be left with a responsible person or the parish office with contact information. (*Policies and Guidelines*, Section VII)
  - ✓ Have an emergency plan and make sure it is communicated to chaperones and youth. (*Policies and Guidelines*, Section VII)
  - ✓ Every group should travel with a well-stocked first aid kit. (*Policies and Guidelines*, Section VII)
- Suggested items include:

- |   |   |
|---|---|
| • first-aid manual  | • acetaminophen and ibuprofen   |
| • sterile gauze   | • extra prescription medications (if the family is going on vacation) |
| • adhesive tape   | • tweezers  |
| • adhesive bandages in several sizes  | • sharp scissors  |
| • elastic bandage   | • safety pins   |
| • antiseptic wipes  | • disposable instant cold packs                                       |
| • soap  | • calamine lotion   |
| • antibiotic cream (triple-antibiotic ointment)                                   | • alcohol wipes or ethyl alcohol                                      |
| • antiseptic solution (like hydrogen peroxide)                                    | • thermometer   |
| • hydrocortisone cream (1%)   | • plastic gloves (at least 2 pairs)                                   |
| • mouthpiece for administering CPR<br>(can be obtained from your local Red Cross) | • flashlight and extra batteries                                      |
| • your list of emergency phone numbers  |   |
| • blanket (stored nearby)   |   |