

# chaperone/Volunteer

All Youth Ministry activities should be chaperoned by adults 21 years of age or older. Minimally, the initial ten or less participants need to be chaperoned by no less than two adults. For each additional one to six youth, an additional adult needs to be added. For activities deemed to be riskier in nature, consideration should be given to making the adult/youth ratio even more stringent.

All adult chaperones must complete Diocesan Safe Environment requirements.

When chaperoning events within a secured facility, adults should designate places and times where youth participants can locate group leaders throughout the day.

Chaperones should view the *Youth Ministry: Everything Matters and Everyone Has a Role* online training available from the Catholic Mutual website at [www.catholicmutual.org](http://www.catholicmutual.org).

Chaperones are expected to attend all required meetings for a particular Youth Ministry activity so they are familiar and comfortable with the activity they will be overseeing, as well as the tasks for which they will be responsible during the activity. Please reference Chaperone Guidelines – Behavior Standards. **(Exhibit G)**

Adult chaperones are required to complete the Adult Liability Waiver. **(Exhibit H)**

# Catholic Mutual... "CARES"

## CHAPERONE GUIDELINES/BEHAVIOR STANDARDS

Chaperones should be at least 21 years of age or 25 for activities involving an overnight stay. It is fine to have "helpers" ages 18-24; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible. Regular daily responsibilities will include:

1. 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 abnormalities.
9. No students or chaperones should leave the group for unauthorized excursions.
10. You may search students' rooms at any time with or without the students' permission.
11. Check luggage before the trip.
12. Check hotel rooms for any damage or things left behind.
13. Make sure students are properly dressed at all times.

Behavior standards include:

1. "Buddy systems" should be used by chaperones; thus, it is very important to ensure 2 adults are present at all times (1 "adult" and 1 individual 18-24 is fine also).
2. One-to-one contact with a student should always occur in a public place.
3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
4. Do not touch a student against his/her will.
5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
7. Do not appear in front of a student when not appropriately clothed.
8. Do not change clothes in the same room or in view of a student.
9. Driving alone with a student should be avoided at all times.
10. If 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.
11. Do not strike or touch a student as a means of discipline.
12. Do not use derogatory language when addressing a student.
13. Be alert for suspicious or unusual behavior.
14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
16. No student should be allowed to visit you in your quarters.
17. No student should be denied food, water or shelter.

# ADULT LIABILITY WAIVER

Each adult participant, including group leaders and chaperons, must sign this form.

## RELEASE OF LIABILITY/MEDICAL RELEASE

I, \_\_\_\_\_, agree on behalf of myself, my heirs, assigns,  
Full Name

executors, and personal representatives, to hold harmless and defend

\_\_\_\_\_, its officers,  
Parish/School (Arch) Diocese

directors, agents, employees, or representatives from any and all liability for illness, injury or death arising from or in connection with my participation in the trip.

In the event that I should require medical treatment and I am not able to communicate my desires to attending physicians or other medical personnel, I give permission for the necessary emergency treatment to be administered. Please advise the doctors that I have the following allergies:

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

In case of an emergency and for permission for treatment beyond emergency procedures, please contact:

Name: \_\_\_\_\_

Relationship to me: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Night time phone: \_\_\_\_\_

Health Insurance Carrier: \_\_\_\_\_

Insurance ID Number: \_\_\_\_\_ Insurance Policy Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name