

Archdiocese of Milwaukee

Safeguarding All of God's Family

Policy for Overnight Trips with Minors

Policy for Overnight Trips with Minors

Parishes and/or schools are responsible for the safety of the young people participating in overnight trips. Please use these policies to ensure safe environments when planning any overnight events involving minors. If the trip includes other ecclesiastical communities, their policies and procedures should be reviewed along with yours; all participants should be in agreement and respectful of the policies and procedures that are in place. (For more information on policies for field trips/overnight trips please go to the Archdiocese of Milwaukee School and Parish Policy Manual.)

The parish and/or school is responsible for advance preparation and investigation of the location/organization. Only those programs and events specifically approved by the parish/school may be promoted to minors in parish/school programs. No adult may invite or recruit minors at parish/school functions to attend outside organizations or programs unless the educational administrator/pastoral supervisor specifically approves the outside organization.

Permission Slips & Forms Required

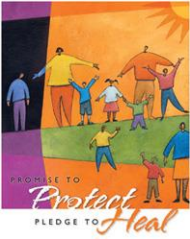
Appropriate permission slips must be obtained from the parent(s) or legal guardian(s) for those under the age of 18. (For further information please see Form 6153(a) of the School and Parish Policy Manual.)

For all overnight trips, the **Safe Environment Verification for Overnight Events with Minors Form** must be completed and returned to the Safe Environment Office of the Archdiocese of Milwaukee. Form can be found at <http://www.archmil.org/offices/safeguarding.htm> under Policy for Overnight Trips.

Organizers should consider developing an emergency plan in advance of the trip. Various situations and difficulties should be thought through and discussed and plans should be made for any number of contingencies.

Driving Requirements

All drivers must be at least 23 years old, and comply with Catholic Mutual Group's transportation policy, including having their drivers abstracts reviewed and approved before driving minors. (For additional information, please see Policy 6153(a) of the School and Parish Policy Manual.)



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Chaperones

All adults participating in the overnight trip must complete all safe environment requirements prior to the overnight trip.

Any adult over the age of 18 must have met all safe environment requirements prior to the mission/service trip. These requirements include:

- Must have attended at a Safe Environment Education session
- Must have completed state and national background check
- Must have read and signed the Code of Ethical Standards
- Must have knowledge of mandatory reporting responsibilities

Supervising adults/chaperones must be 21 years of age or older. Adults 18-20 may assist an adult supervisor over the age of 21.

The number of adult supervisors should be appropriately proportionate. Normally there should be no more than 10 minors per adult supervisor (8 if the event is an overnight function). If both male and female minors are in attendance there must be both male and female adults also present.

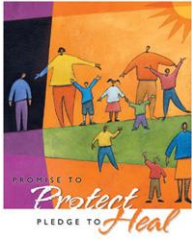
Those who are supervising minors should maintain respectful ministerial relationships, avoiding manipulation or abuses of power. They must also avoid assuming the role of “father, mother or best friend,” which may create an excessive emotional attachment for all parties.

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Physical contact with minors can be misconstrued by both minors and other adults, and should occur only under appropriate public circumstances. One-on-one interactions between an adult and a minor should always occur in a public environment and with the knowledge of another adult supervisor. No one-on-one counseling, spiritual direction, etc. should occur in a supervisor or minor's personal living quarters.

Adults may not use or supply alcohol or illegal drugs, when working with minors. No possession or use of these substances by minors will be tolerated.

Adults may not provide any sexually explicit, inappropriate, or offensive material to minors. No possession or use of these kinds of materials by minors will be tolerated.



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Communication

Any communication with minors (e.g. notes, letters, email, social media, texts, telephone calls) must be for ministerial reasons relating to the trip. Any electronic communication such as email, text, social media, etc. to minors should have the parent/guardian of the minor included as a recipient.

Minors must be made aware the importance of, and feel comfortable telling an adult if they feel threatened or uncomfortable in any situation. It is the responsibility of the planners of the trip to ensure that all minors are properly trained and educated in the skills necessary to help them identify uncomfortable and unacceptable situations.

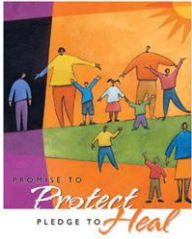
Sleeping Arrangements

Separate sleeping arrangements should be made for males and females. This applies to minors as well as adults, unless the adults are married.

An adult may not share sleeping quarters with minors such as hotel rooms or cabins, except when absolutely necessary (such as personal safety) and only with another adult present. In some situations, where accommodations may be in large, open areas, the adults may be housed with minors in the same area, but should sleep in an area that is separate from the minors.

Showering

Whenever possible, males and females should use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult /minor bathroom and shower use.



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Other Issues

Minors must be properly supervised at all times, with the goal of providing a safe environment. Overnight and extended stay activities must provide for the safety of minors at all times. Responsible adult supervisors must be on-site 24 hours a day. Minors should have accessibility to adult supervisors at all times. Program director(s) must make decisions about appropriate supervision based on the following:

- a. Age/maturity of participants
- b. Gender of participants (single sex vs. mixed)
- c. Number of participants
- d. Purpose/activities of Program
- e. Geographic location and associated risks

Sexual contact between minors is never permitted at parish/school functions. This policy shall be clearly explained to minors before they participate in any parish/school function, especially overnight events.

Participants should be kept together as a group. Supervising adults/chaperones are not to surrender their responsibility for the minors entrusted to them. Minors must always be under the supervision of an adult from their own parish, school or trip; never under the supervision of another adult from a group not associated with the trip.

Participants should not be in a vehicle of anyone not associated with the trip.

If anyone supervising minors observes, or becomes aware of, a situation where civil law, parish and/or school rules are being violated, they must take action immediately.

All participants shall act morally and responsibly, remembering they are a representative of their parish and/or school and the Archdiocese of Milwaukee.

Students Over the Age of 18 Years Old Participating in Overnight Trips

Any participant over the age of 18 (regardless of if they are a current or past high school student) must have met all safe environment requirements prior to the mission/service trip.

These requirements include:

- Must have attended at a Safe Environment Education session
- Must have completed state and national background check
- Must have read and signed the Code of Ethical Standards
- Must have knowledge of mandatory reporting responsibilities