

Appendix XIII

Youth Safe Environment Packet for Travel Chaperones

A. Check prior to departure:

- 1) Secure signed parent permission forms which outlines the exact nature of the activity and location prior to leaving on a trip. This includes day and overnight trips.
- 2) Verify any allergies or other health issues. Make arrangements for the security of any medications.
- 3) Make certain that transportation arrangements meets the guidelines of the Diocese of Gallup Transportation Policy. Secure Driver Information Sheets and verify insurance coverage for all drivers and current driver's license are in hand.
- 4) Check for any required travel and insurance documents.

B. Suggestions for the lodging arrangements:

- 1) Seek to assure that rooms at a retreat center or hotel/motel empty into interior halls that are lighted and secure.
- 2) Seek hotels/motels with security officers on staff.
- 3) House those under the age of 18 together according to gender.
- 4) Ensure no adult rooms with a minor (except a child with a parent).
- 5) Make rooming lists available to the chaperones and the hotel security officer.
- 6) Ensure a safe environment for showering, bathing and dressing. Adults and minors shall do these activities at different times and, when possible, in different locations.
- 7) At least two adults should be present whenever minors are present with adults.

C. The general policy is that adults should not enter rooms designated only for youth, particularly the sleeping quarters. Exceptions may occur:

- 1) Dorm and large room facility settings where multiple participants are lodging overnight
 - two adults (minimum) may lodge in the same room as same-gender youth participants
 - try to use the beds closest to the door and farthest away from youths
- 2) A room designated for youth may be entered in the case of a serious concern for the health and well-being of the youth. In this situation the following guidance is given:
 - At least two adults should participate
 - Entrance should be announced verbally so youth may cover themselves for modesty.
 - The concerns which predicated the entrance/inspection should be explained to the youth.
 - The group/tour supervisor must be notified if not already informed.
 - A brief note should be written immediately after the event (no later than 8 hours) to document the incident. It should include the reason for the entry and the findings. The document should be signed and dated by all adults who participated and given to the group/tour supervisor. This information should be reported to the pastor or supervisor of the sponsoring organization upon return home.

The remainder of this packet should include the addition of copies of the following:

Appendix II	Signs of Abuse
Appendix IV	Report Form for Reporting Abuse of a Minor
Appendix VIII	Diocese of Gallup Transportation Policy
Appendix IX	Roman Catholic Diocese of Gallup Driver Information Form