

DIOCESAN GUIDELINES FOR SCHOOL/PARISH FIELD TRIPS AND SPORTS TRANSPORTATION

107.11

The purpose of these procedures and guidelines is to help ensure the safety of our youth (i.e. persons under the age of 18), staff, and volunteers, to reduce the diocese's, parish's, and/or school's liabilities, and to eliminate or reduce risks to our youth. These procedures and guidelines are to be read in conjunction with all safe environment documents set forth in our *Diocesan Pastoral Handbook* (See Policies 107.1 – 107.11)

1. These guidelines supplement our safe environment policies, and assume compliance with all policies, regulations, and procedures set forth therein.
2. These policies apply to parish or school day field trips involving travel of 150 miles or less (one way) and to transportation to games/tournaments/sporting events by sports teams sponsored by our schools or parishes.
3. A parish, school, and their employees, have certain basic duties to insure the safety and well-being of all youth, staff, and volunteers, including a duty to provide clear instructions, a duty to condition and equip the participants properly for the event, a duty to provide adequate and prudent supervision, a duty to provide safe vehicles and facilities, and a duty to provide prompt and appropriate care, including care for injuries.
4. Trips with youths are extraordinary and are rife with possibilities of injury or other dangers. Great care must be taken to properly limit exposure of our youths to danger. Prudent safeguards are important.

Procedures

Description of Trip, Activities and Approval Process

1. Prepare description of all details of the trip, including:
 - Sponsoring parish(es) or school(s);
 - Purpose of the trip [for school field trip include education/curriculum purpose of the trip];
 - Date and time of trip;
 - Place of origin;
 - Estimated number and ages of participants;
 - Related promotional materials for the trip (if available);
 - Any activities of the trip that present an elevated risk of injury, such as swimming, boats, remote locations, hikes, animals, air travel, motorized activities;
 - Means of transportation proposed (bus, car, train, plane, etc.)
 - Means of providing meals or food, if any;

- Estimated costs and funding sources;
 - Preliminary trip itinerary and schedule of activities
 - Health related information and medication requirements
 - Releases from parents required and obtained; and
 - Other special requirements or details.
2. Avoid dangerous activities such as hang gliding, helicopter rides, hot air ballooning, parasailing, skydiving and parachuting; motorized races, go-carts, white water rafting, jet-skiing, and other high risk activities.
 3. Approval Process

The description of the event should be submitted to the pastor of the parish, or principal of the school, or the director of the program sponsoring the trip or event (“administrator”). The administrator should review the description of the trip or event to determine the appropriateness of the activities (considering participants’ ages), ensure insurance coverage is in place (including consultation with insurance department of the diocese), assure certificates of insurance are in place and name the sponsor and diocese as additional insureds, provide preliminary approval of the proposal, and monitor progress as the trip is advertised, publicized, and implemented.

The administrator should further assure that high risk issues have been addressed and that proper documentation has been obtained or is in place. These high risk situations include medical needs of participants, releases for medical treatment, if necessary, proper number of chaperones are recruited and are of proper age.

4. Supervision and Chaperone Selections

All youth must be supervised by an adult at all times. If you cannot see the participants, you are not supervising them. Staff and chaperones must exercise close control over participants during trips or events. Chaperones should be alert and paying attention to the participants and circumstances.

There should be a regular and periodic accounting of all participants, such as a “buddy check” or participant count. This is particularly true during an activity change (such as boarding a bus, going to a meal). For school field trips, the sponsoring teacher must participate and serve as the supervisor of the field trip.

Determine the number and qualifications or characteristics of chaperones needed. The ratio of chaperones to participants for trips or events should be two chaperones for the first eight participants and one chaperone for every eight additional participants. Factors to be considered when determining the number or characteristics of chaperones include the number of participants, age of participants, age range of participants, type of transportation, safety considerations, gender of participants, safety skills required for trip or event (water activities, hiking, camping, out of country travel). At least one chaperone should be First Aid/CPR certified.

All chaperones must be background checked and the three hour VIRTUS training (Policy 107.4). Chaperones must be mature, at least 21 years of age, and must sign an Adult Code of Conduct for Volunteers (107.8).

5. Transportation Options

The preferred means for transportation is a bus or van owned by a parish or school, when possible. The use of private vehicles is allowed. If private vehicles are used for trips for minors, the following efforts to assure safety must be followed:

- The volunteer driver must be an adult with a valid driver's license and must have all safe environment training and background check, and must sign and agree to the Code of Conduct for Adult volunteers (107.8).
- Private vehicle drivers must provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage.
 - ♦ The vehicle must be inspected and registered.
 - ♦ Parents of minors must sign a permission form giving permission for their minor child to ride with a volunteer driver in a private vehicle.
 - ♦ Minors are not allowed to drive themselves or others.
 - ♦ The foregoing notwithstanding, any parent may elect to transport only his or her child during the trip. Such parent is not considered to be a chaperone or a volunteer driver for others on the trip. If a parent stays for the event, he or she is required to be Virtus trained and have a minimum screening through the National Sex Abuse Registry.

6. Provision of Food

If meals, snacks and/or drinks will be provided, such plans must be detailed in the approval process. Meals provided by restaurants, diners, or other facilities are acceptable. Meals prepared by the participants on site must be closely monitored and supervised (e.g. Guggenheim events).

7. Parental Information and Consent

- Parents must be informed in writing about all aspects of trips involving minor participants (see sample description and itinerary form) including
 - ♦ Purpose of trip;

- ♦ cost to participant;
 - ♦ itinerary for participants;
 - ♦ Arrangements for chaperones (number, etc.);
 - ♦ Proposed eating arrangements, if any;
 - ♦ Rules of conduct for participants;
 - ♦ Review Adult Volunteer Code of Conduct;
 - ♦ Parental permission forms
 - ♦ Emergency procedures;
 - ♦ Potential safety risks;.
- Ensure necessary forms for parents/guardians are received, returned to the school, parish or sponsor, and permission/emergency forms are reviewed before the trip. Parents/guardians should receive the following forms/documents:
 - ♦ Letter or note explaining the trip
 - ♦ Detailed schedule and itinerary, listing mode of transportation, housing, and eating arrangements, if any;
 - ♦ List of items participants should bring;
 - ♦ Parental permission form;
 - ♦ Health information/emergency contacts/permission for emergency treatment form.

8. Participant and Chaperone Training

Pre-trip training (participants and chaperones)

- Sponsors should provide pre-trip orientation of participants and chaperones that include the following topics, as applicable:
 - ♦ Behavioral expectations (go over rules);
 - ♦ Describe activities participants will be part of;
 - ♦ Special hazards that have been identified;
 - ♦ Acceptable and unacceptable locations for participants to enter (e.g. bars, nightclubs);
 - ♦ Itinerary of the trip;
 - ♦ importance of staying with the group;
 - ♦ what to do if separated from group;
 - ♦ procedures for walking in high traffic areas;
 - ♦ use of buddy system;
 - ♦ other related information;
 - ♦ what clothing/equipment to bring
 - ♦ urge caution with valuables and money
- Sponsor should provide chaperone training

- ♦ Proper Supervision: We owe a duty to young people to protect and supervise them. The main goal of supervision is to protect young people from injury or lessen the risk of harm. Adults do not automatically have the ability to supervise young people: training is necessary.
- ♦ Supervision has four components:
 - 1) Presence and attentiveness: Chaperones should be with youth at all times, keeping the youths in sight. (out of sight = unsupervised) Do not become distracted: stay focused on the youths. Chaperones need to be physically able to participate in activities that are part of the trip.
 - 2) Monitor behavior and intervene: Chaperones should know the rules and enforce them. Do not allow youths to leave the group. Do not allow roughhousing, horseplay or other inappropriate behavior. Take appropriate action when rules are not followed or youth is in danger.
 - 3) Surveillance and intervention: Chaperones must be risk-conscious (with focus on area where youths are likely to encounter risks). Check areas to be visited and address hazards.
 - 4) Respond to emergencies: Chaperones need to know how to handle emergencies to reduce potential injury or damage. A chaperone certified in First Aid/CPR is required.
 - 5) Go over Code of Conduct with chaperones.
 - 6) Instruct chaperones on emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review medical concerns with staff and chaperones so they are informed of medical issues before an emergency arises.
 - 7) Parents serving as chaperones may not bring siblings on the trip.
- How to handle emergencies
 - ♦ Types of emergencies that can arise on a trip include lost youth, medical emergency, serious injury, inclement weather, abduction of youth, dangerous acts, illegal acts, overt defiance, repeated noncompliance with procedures and regulations, and other serious disciplinary problems.
 - ♦ When participant is hurt, chaperone should never fail to get involved (err on side of caution), give aid, summon medical help, do not move the youth,

report incident to sponsoring organization, administer first aid, contact parents as soon as possible, keep record of what happened.

- ♦ Provide a method for communication in event of an emergency (e.g. all above), have alternative method if that does not work. Provide phone number for staff/chaperones to contact the sponsoring pastor, school principal or department head/diocesan official. Allow such official to contact parents. Have parent contact information and permission forms for emergency treatment available.
- ♦ Take proper lifesaving equipment, such as first aid kit, for the trip. If the trip involves hiking, bring along extra clothing, extra food, extra water, first aid kit, map, cutting implement, matches, flashlight and compass.
- ♦ Medical emergency cards/information/permission for treatment forms must accompany group and copy be left with sponsoring organization.
- ♦ At least one staff member or chaperone must be trained in distribution of medications and must know how to secure medications during the trip.
- ♦ Special care must be taken for trips involving use of watercraft or swimming. Certified lifeguards must be present during any use of watercraft or swimming.

**PARISH, SCHOOL OR DIOCESE SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM**

Sponsor: _____

Trip destination(s): _____

Date(s) of trip(s): _____ am/pm Return time: _____ am/pm

Departure time: _____

Club/Sponsor(s): _____

Educational/Formational or Curriculum Purpose of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes _____ No _____

Preliminary trip itinerary attached? Yes _____ No _____

Does field trip involve any of the following? Yes _____ No _____

- | | |
|---------------------------------------|------------------------|
| * Swimming, boats, or in/around water | * Animals |
| * Remote locations/hiking | * Air travel |
| * Outdoor education | * Motorized activities |

Estimated # of participants: _____ Age level of participants: _____

Participant/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed (e.g. lifeguards? Yes _____ No _____

List those special qualifications: _____

Means of travel: Bus or Van (preferred), # needed? _____

Other (list): _____

Food provided how? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____ (if yes, attach a fundraising plan)

Date Submitted: _____ Administrator's Signature: _____

Reviewed field trip plan with supervisor/pastor/principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Signature: _____

TRIP CHECKLIST

Sponsor: _____
 Date(s) of Trip: _____
 Trip destination: _____
 Contact Person: _____

The following list assists the sponsoring staff member through the trip process. Please see procedures for specific information regarding each item.

| | STEP 1 PLANNING (2-4 MONTHS BEFORE TRIP) |
|--|---|
| | Contact place(s) being visited to make preliminary arrangements (if needed) |
| | Evaluate the trip site for potential hazards, special requirements of location and activity (e.g. swimming or hiking), and accommodations |
| | Review all contracts and insurance requirements; ensure insurance for out of country trips (the supervisor/pastor reviews and signs any contracts for all forms) |
| | Arrange for transportation: <ul style="list-style-type: none"> • If bus or van • If other, check with risk manager/safety officer for guidelines |
| | Arrange for food services (if needed) |
| | Develop a detailed itinerary |
| | Identify risks associated with the trip |
| | Address unusual aspects of trip with risk manager/safety officer |
| | Determine adult supervision needed and arrange for chaperones: <ul style="list-style-type: none"> • Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by administrator • Ensure qualified for special needs (first aid trained, lifeguard, etc.) • Ensure criminally screened/background checks • Ensure they received chaperone guidelines • Ensure sign Code of Conduct |
| | Arrange for needed equipment and supplies, including emergency equipment |
| | Arrange for distribution of special medications on the trip (trained staff and secured medications) |
| | Assemble parent information/permission packet: <ul style="list-style-type: none"> • Letter home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things participants can and cannot bring, appropriate dress |
| | Obtain approval from proper administrator |
| | |

| | |
|--|--|
| | STEP 2: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP) |
| | Provide trip information to parents including: <ul style="list-style-type: none"> • Letter or note home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things participants can and cannot bring, appropriate dress |
| | Provide orientation for chaperones, and ensure adequate supervision will be available |
| | Confirm transportation |
| | Confirm food services (if needed) |
| | Confirm arrangements with place(s) to be visited (if needed) |
| | Confirm availability of needed equipment and supplies |
| | Confirm arrangements for special medications |
| | |
| | STEP 3: FINAL CHECKS (DAY OF TRIP) |
| | Confirm there is adequate adult supervision for the trip; check the number and types of chaperones |
| | Check attendance |
| | Ensure adequate transportation |
| | Ensure parental permission is obtained and emergency information is available: <ul style="list-style-type: none"> • Every participant has returned the parent permission/emergency medical form • Provide the school/parish/diocesan office with a copy of the signed trip permission form/emergency medical form for each participant (the original of these forms stay with the trip sponsor) • A copy of the parent permission/emergency medical form for each participant and staff member are kept with them |
| | Review behavior and safety standards with participants and chaperones before departure, including: <ul style="list-style-type: none"> • Reinforce rules and expectations • The system of accounting for participants and the use of the buddy system • Review emergency procedures (for injury, accident, or inappropriate activity) • Explain what to do if a participant gets separated or lost from group |
| | Check emergency supplies and essential items for the trip |
| | If special equipment or clothing is needed for each participant, ensure that it is provided |
| | Get medication for participants from the parent/guardian and ensure medications are secured |
| | Make sure that staff/chaperones on the trip have phone number for administrators, and the parish/diocesan office/administrator has (cell) phone number of staff on the trip |
| | |
| | STEP 4: AFTER TRIP EVALUATION |
| | After the trip, evaluate trip procedures and the activities involved to ensure trips in the future are safe |

TRIP DESCRIPTION AND ITINERARY FORM

Date and times of trip:

Departure Date: _____

Return Date: _____

Departure Date: _____

Return Date: _____

Description of activities:

Number of participants and adult supervisors:

Max. # participants: _____

Min. # chaperones: _____

Transportation:

Provided by: _____

Food/drinks/snacks/meals:

Provided by: _____

Where they will eat: _____

Participant's "what to bring" list:

Appropriate dress:

Supplies and equipment for staff to bring:

Cell phone _____

First aid kit _____

SAMPLE TRIP DESCRIPTION WITH ITINERARY

Date and times of trip:

Friday, May 31, 2009

Leave school at 8:30 a.m.; return to school by 3:30 p.m.

Description of activities:

Third grade religious education calls day trip to Sandy Beach to celebrate end of classes for year.

Number of students and adult supervisors:

Maximum of 15 participants, with a minimum of 4 chaperones and 1 certificated staff member or chaperone

Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills.

Transportation:

By private vehicles

Food:

Participants are to bring their own bag lunches. Participants can buy food at concession.

Housing:

N/A

Participant "what to bring" list:

Non-refrigerated lunch and drink

Clothes for beach walking, including footwear for wading

Towel

Sunscreen (if needed)

Appropriate dress:

Clothing appropriate for weather (warm clothes in case of cold weather or rain)

Supplies and equipment for staff to bring:

Cell phone

First aid kit

Plastic bags to put collected beach life in
Blankets for the beach
Water rescue equipment
Non-water hand cleaner
Beach toys (balls, Frisbee, etc.)

Hazard assessment:

Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

Emergency contact person at parish during these activities:

Father Alfred Newman, Phone (315) 555-1212

24 -hour contact:

N/A

Itinerary:

| <u>Est. times</u> | <u>Activities</u> |
|-------------------|--|
| 8:00 am | Meet at church, review of rules, double check: chaperones, supplies, permission slips, lunches, clothing |
| 8:15 am | Assign to cars, take roll call |
| 8:30 am | Leave for Sandy Beach |
| 10:00 am | Arrive at beach parking area, rest stop at beach entrance (leave lunches in cars) |
| 10:15 am | Take roll call, split into four teams of not more than 5 students each with two chaperones per team, and walk to designated area on the beach (not more than ½ mile from the parking area) |
| 10:45 am | Swimming and recreational activities on beach |
| 11:30 am | Return to parking area, take roll call, wash hands at rest stop, get lunches from bus |
| 11:45 am | Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for participants (in limited area) |
| 12:15 pm | Take roll call and break into teams again, walk to second area on beach |
| 12:45 pm | Take walk on nature trail |
| 1:30 pm | Return to bus parking area, wash hands in restrooms, get into cars, take roll call |
| 1:45 pm | Leave Sandy Beach for church |
| 3:00 pm | Arrive at church |
| 3:15 pm | Go home |

**PARENT/GUARDIAN TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

Trip Information

I hereby request that my child be allowed to participate in the trip described herein and give my permission for _____
(Name of participant)

to participate in a trip to _____
(Destination)

on _____ from _____ to _____
(Date) (Time departs) (Time returns)

For the purpose of _____

With _____
(Name of sponsor)

Staff contact: _____ Phone #: _____

Transportation for this activity will be provided by:

- _____ Bus
- _____ Private vehicles
- _____ Other; specify: _____

Food will be provided at/by: _____

I received a detailed itinerary of the trip _____ Yes _____ No

I received a list of things participant should/should not bring _____ Yes _____ No

Medical/emergency information

Participant's home phone #: _____ Date of birth: _____

Participant's address: _____

Family physician: _____ Phone #: _____

Does participant have any medical or physical condition, medication information, or allergies which could interfere with participant's safety? _____ Yes _____ No

If yes, please describe:

In the event of an emergency (injury, illness, unforeseen incident), I wish the following person to be notified in case I cannot be contacted:

Name: _____ Relationship: _____

Phone #: _____ Alternate phone #: _____

Informed consent

As the parent/guardian of the above named minor, I have read the trip itinerary and I understand that there are risks of physical injury associated with participation in these activities.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named minor. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the sponsor staff-in-charge to obtain emergency care for my child, neither he/she nor the sponsor assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances.

These activities are an extension of the mission of the sponsor program and participant's conduct is to be in accordance with the sponsor's rules and regulations.

Signature of parent/guardian _____ *Date*

Printed name of parent/guardian

Parent/guardian work phone _____ *Home phone #* _____ *Cell phone #*

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my parish/diocese. I understand that the rules of conduct apply while on the trip.

Signature of participant _____ *Date*

DIOCESE OF OGDENSBURG VOLUNTEER DRIVER CHECKLIST

TRIP INFORMATION

Date: _____ Sponsor: _____

Purpose of trip: _____

Date of trip: _____

Trip is to: _____

Trip is from: _____

Maximum # of minor participants to be transported in volunteer's vehicle: _____

DRIVER SCREENING/INSURANCE REQUIREMENTS

Name of driver: _____

Vehicle year/make/model: _____ Lic#: _____

Please respond to each item with a "YES" or "NO" answer:

YES/NO

_____ I am older than 21 years of age.

_____ I have a valid driver's license. State: _____
License #: _____ Expiration date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: _____

_____ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 bodily injury; \$50,000 property damage) and uninsured motorist coverage.
Company: _____ Policy #: _____ Exp. Date: _____

_____ I am aware that, in the event of an accident while on a parish/diocesan activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

There will be at least one other chaperone in the vehicle with the volunteer driver.

VEHICLE INSPECTION

Please respond to each item with a "YES" or "NO" answer:

YES/NO

- _____ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have a legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children under 12 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting participants during trips.

_____ *Signature of Volunteer Driver* _____ *Date*

ADMINISTRATIVE REVIEW BY PASTOR/SPONSOR/PRINCIPAL

- _____ If the volunteer will drive for more than one day, the sponsor has obtained the information to order a driving abstract for the volunteer driver (three-year comprehensive record) from the Department of Moto Vehicles.
- _____ All students have parental permission to ride with a volunteer driver.
- _____ All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

_____ *Signature of Reviewer* _____ *Date*

DIOCESE OF OGDENSBURG TRIP TRANSPORTATION RELEASE

I, _____ hereby accept my
(Parent's name)

son/daughter _____ into my care. This releases the
(Child's name)

_____ from any duty or liability with respect to the
(Sponsor)

transportation of my son/daughter to and/or from the trip.

Date of trip: _____

Initial one or both:

_____ I will transport my child to and during the trip, and will abide by all requirements of chaperones and will act as a chaperone.

_____ I will transport my child from the trip.

Signature of parent/guardian

Date