

**SUBJECT: Travel and Field Trips - PS, SS, RE**  
**NUMBER: 5030**  
**SUPERSEDES DATE: Revised 9/1/2011**  
**EFFECTIVE DATE: 11/30/2015**

## **I. POLICY**

While Catholic youth programs may be enhanced by travel and field trips, it is the policy of the Diocese of Green Bay that all such excursions are appropriate and safe for students.

## **II. PURPOSE**

It is the purpose of this policy to ensure that students participate in approved, age-appropriate travel and field trips, only with written permission granted by parents/guardians and chaperoned by adults who have received appropriate clearances and training.

## **III. RESPONSIBILITY**

It is the responsibility of the principal/administrator to determine the appropriateness of school/religious education/youth ministry-sponsored travel and field trips and ensure that all procedures of this policy are followed.

It is the responsibility of the principal/administrator to ensure that all chaperones have or obtain proper approval via the Local Safe Environment Coordinator (LoSec) at the parish/school.

## **IV. PROCEDURE**

Each school/religious education/youth ministry program or board will establish its own procedures that are consistent with Diocesan directives. Procedures must include the following:

1. Students may not participate unless a signed parent/guardian permission slip (consent and liability waiver form) for the specific event is on file with the administration or designee. The Diocese will determine the form to be used.
2. All adult supervisors must complete the eApps online background check, complete VIRTUS training, sign the Diocesan Code of Pastoral Conduct for Volunteers, and obtain approval from LoSec prior to the trip.
3. A sufficient number of adult supervisors/chaperones (age 21 and over) need to be present: One adult supervisor/chaperone per 8 minors need to be present. 18-20 years of age are considered Young Adult participants but not chaperones.
  - DAY TRIPS: Minimally, there needs to be one adult male chaperone for male minors and one adult female chaperone for female minors.
4. The supervisor of the trip must ensure student emergency information, necessary medication, equipment and any pertinent medical information for student health is in the possession of the supervisor.

5. Prior to the trip, all chaperones will be instructed regarding their expectations and responsibilities. This may include, but not be limited to: their own vulnerability when working with minors; never being alone with a minor; not leaving students unattended; not making unauthorized stops en route to or from a destination; not providing minors with anything illegal; being a witness to chastity; maintaining proper behavior, language and dress at all times
6. The principal/administrator must follow all state and federal regulations regarding transportation of students. Bus transportation must be provided by an insured carrier.
  - A. No adult chaperone should be sharing a seat with a minor on an overnight trip. Since the participants will be sleeping during the overnight trip while on the bus or in a vehicle, adult chaperones and minors should be separated accordingly. However, during the day, minors may sit next to an adult chaperone.
  - B. No minor should wander to another restaurant or location by him/herself. If minors separate to different fast food locations, there must be an adult chaperone who accompanies each group of minors. There must be at least two minors and one adult at each separate location if the group separates.
  - C. Always count the individuals after making stops so that each person is accounted for.
  - D. Music or movies played in the vehicles or bus must be positive and appropriate.
7. In the event that a private passenger vehicle must be used, the following criteria apply:
  - a. Driver must be a minimum of 21 years of age.
  - b. Driver must possess a valid, non-probationary driver's license.
  - c. Driver must complete the eApps online background check, complete VIRTUS training, sign the Diocesan Code of Pastoral Conduct for Volunteers and obtain site approval prior to the trip.
  - d. The vehicle must have a valid registration and have insurance coverage consistent with Diocesan requirements.
  - e. Driving alone with a minor is not tolerated at any time.
8. For travel or field trips that involve an overnight stay, including retreats, additional special requirements must be met:
  - a. For safety and security reasons, the sleeping arrangements must always separate males and females. There shall be a minimum of two adults (21 and over) chaperones of the same sex responsible for like-sex participants. Thus, if both male and female students participate in a trip, there will be a minimum of two male and two female chaperones along. (One adult for every eight students.)
  - b. Where space is available, adults and youth should not be housed together, unless it compromises the ability of the adults to chaperone effectively. When a situation occurs where the sleeping arrangements have adults and youth in the same room or tent, there must be a minimum of two adult chaperones of the same sex responsible for like-sex participants present.
  - c. At no time shall adult chaperones sleep in the same beds, sleeping bags or small tents in which students sleep.

- d. At no time are adult chaperones alone with a minor person in a residence, sleeping facility, locker room, dressing facility, or other closed room or isolated area.
- e. If a minor enters an adult chaperone room for any reason (i.e. medicine, sickness), two adults must be present.
- f. In the case of communal showers, there must be separate shower times for adult chaperones and minors.
- g. Adult chaperones may not appear in front of a minor when not appropriately clothed.
- h. Adult chaperones may not change clothes in the same area or in view of a minor.
- i. Adult chaperones are to make sure students are in their room at curfew.
- j. If there is probable cause of illegal behavior, the designated group leader is authorized to search a participant's room or possessions with or without permission.
- k. Adult chaperones are responsible for ensuring everyone is appropriately dressed at all times – including in the hallways coming from the shower facilities.
- l. When two or more groups are attending the same event, adults can be shared to achieve the chaperone requirements, as long as each has completed a criminal background check, a VIRTUS Adult Awareness session, sign the Diocesan Code of Pastoral Conduct for Volunteers and obtain site approval prior to the trip.