

# Catholic Mutual... "CARES"

## CHAPERONE GUIDELINES/BEHAVIOR STANDARDS

Chaperones must be at least 21 years of age. It is fine to have "helpers" ages 18-20; 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 18-20 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.

*Exhibit J; Page 1 of 1*



101 W. Airport Rd., Romeoville, IL 60446

ADULT LIABILITY WAIVER AND MEDICAL INFORMATION FORM

Please Print:

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

Address: \_\_\_\_\_

Street

City

Zip

Day Phone (Including area code)

Evening Phone (Including area code)

In case of an emergency, please notify \_\_\_\_\_

Print Name

Day Phone (Including area code)

Evening Phone (Including area code)

Allergic to medication/other? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, Please describe: \_\_\_\_\_

Insurance Information:

Policy in the name of: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Identification Number: \_\_\_\_\_

Authorization Physician: \_\_\_\_\_

Physicians Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, agree on behalf of myself, my heirs, assigns, executors, and personal representatives, to hold harmless and defend \_\_\_\_\_,

Parish/School

The Diocese of Joliet, its officers, directors, agents, employees, or representatives from any and all liability for illness 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 attend physicians or other medical personnel, I give permission for the necessary emergency treatment to be administered,

Signature \_\_\_\_\_ Date \_\_\_\_\_



Diocese of Joliet

**ADULT CHAPERONE FORM**

***Adult Chaperone Policy for Youth Ministry Events***

Most reports indicate that “our young people” are extremely well behaved. From time to time a few problems may arise and with your help they can be quickly addressed. Please familiarize yourself with the following information.

Adult chaperones should reflect a mature and responsible nature. All adult chaperones are responsible for the supervision of the young people from their parish and at diocesan events all youth attending the event as well. Adult chaperones are asked to model the behavior expected of the teens.

Physical presence among the young people is very important. It is also important that adults be mentally present to the young people. Frequently walk among them (checking washrooms and exits), take part in all activities, and most importantly, be attentive to their needs.

There may be times when young people have difficulty focusing, following directions, or cooperating. Speak to the person privately in a gentle and direct manner. You may have to remove the individual from the group setting (which is highly recommended) in order to deal with the situation. Remember, do not publicly humiliate another person. If needed, please do not hesitate to ask other adult chaperones/leaders for help.

Please be familiar with the Code of Behavior. Caps, hats and other headgear are not permitted during prayer/liturgy celebrations. All dangerous types of dancing are not allowed. All are asked to properly dispose of gum. It is imperative that all adults are willing to confront behavior code violations.

If an accident occurs, please inform your local parish youth ministry coordinator (and if at a diocesan event, the diocesan staff person responsible for the event) as soon as possible. If medical attention is required when returning home, please inform the parish youth ministry coordinator (and if the injury happened at a diocesan event, inform the diocesan Youth Ministry Office).

In addition to leading youth by modeling a positive attitude and involvement, we ask that all adults refrain from consuming drugs, alcohol and from smoking.

Videotaping and still photographs may occur during this event. Registration for this event constitutes permission for possible participation in videotaping and/or still photographs.

I, as an adult attending this event, agree to abide by these guidelines.

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Signature

Date