

11 Day Trips

11.1 Minor participants

- a. All minors on trips must have a signed permission slip from a parent. (Note that the term "parent" as used in this policy shall include a legal guardian.)
- b. Parents must be permitted to contact their children at any time during the trip, and to withdraw their children from the trip at any time and for any reason.
- c. Parents are entitled to be fully informed of all activities that will take place during the trip.

11.2 Adult participants and chaperones

- d. The minimum ratio for chaperones to minors is as follows:
 - i. Pre-school – 1 adult per 4 minors
 - ii. Grades K through 5 – 1 adult per 6 minors
 - iii. Grade 6 and above – 1 adult per 8 minors
- e. At least one chaperone must be over 21 years of age. It is encouraged that all other chaperones be at least three years older than the participants.
- f. All chaperones must be in full compliance with the Safe Environment requirements prior to the trip. However, parents who are not in full compliance may accompany their own child, provided that they are under the direct supervision of Archdiocesan personnel who are in full compliance with the Safe Environment requirements.
- g. All priests and deacons participating in trips must have current valid faculties from the Archdiocese of New York.

11.3 Conduct during trips

- h. All participants must conform to the Archdiocesan Code of Conduct and the Safe Environment Policies. This includes, but is not limited to, the following prohibited conduct:
 - i. Any kind of sexual conduct involving a minor.
 - ii. Using sexual language in the presence of minors.
 - iii. Engaging in any inappropriate physical contact with a minor, as defined by Section 13.4 of this Policy.
 - iv. Using alcohol or illegal drugs.
- i. It is absolutely forbidden to require minors to keep secrets from their parents or to make a vow of secrecy about what happens during the trip. However, it is permissible to instruct minors to respect the privacy of others by not revealing personal or private information about them.
- j. It is absolutely forbidden under any circumstances during a trip for minors to be physically restrained or deprived of their ordinary senses in any way (e.g., blindfolded, kept in darkness), subjected to any humiliating or demeaning treatment (e.g., any form of hazing), or deliberately frightened.
- k. A youth may never ride in a vehicle alone with an adult, except for their parent or guardian. In transporting minors, two adults should be present in each vehicle; if that is not possible, the minimum required is one adult and two or more minors.

- l. One-on-one private contact between adults and minors is not permitted. If a personal meeting is required with a minor, it must be conducted in view of other adults and minors.
- m. An adult may not engage in any private direct electronic communication with an unrelated minor (e.g., text messaging, phone calls), unless it is necessary for safety (e.g. to contact a lost child).
- n. A lone adult may never enter a shower, changing room, or bathroom being used by a minor, except in the case of an emergency to ensure safety or health, or to preserve order.
- o. Adult leaders must ensure that they are fully familiar with the safety plan for the facility (e.g., fire exits, boundaries, etc.), and must give the event participants a briefing on safety plans.
- p. Minors are not permitted to transmit, via any form of electronic communication, any photographs or images of other participants in any situation that reasonably might cause embarrassment, humiliation, or distress to the person depicted.
- q. Minors are not permitted to leave the location where the event is taking place, except as part of a group that is under the direct supervision of at least one adult.
- r. There must be separate bathrooms, changing rooms, and showers for males and females. Minors may only use the appropriate facility that conforms to their biological sex.