

## **Supervision of Children and Youth**

### **Youth Ministry Programs**

1. All adults working as volunteers with children, including but not limited to, Life Teen, CYO, Scouts, Friends of Life Teen will be background-checked.
2. Adults working with teens should never be alone with a teen. If a request is made for a one-to-one conference, it should be done in an "open" setting.
3. Following group events, at least two adult volunteers must remain on site until every child has been picked up.
4. There shall be at least one adult for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two or more adults shall be of the same gender as the children/youth. Minimum age for overnight volunteers should be 21.
5. In situations where two adults per room are not available when children/youth are staying overnight, then no adult shall stay alone in a specific room with the children/youth. In those circumstances where adults are not staying in the rooms with the children/youth, special measures should be taken to assure the children/youth's safety and supervision, such as adult hall monitors and periodic room checks by two adults of the same gender as those being checked. Parents should be made aware of housing accommodations.
6. The person in charge of each trip and/or retreat shall carry permission slips including permission for emergency care.
7. For parish-sponsored transportation to an event, two adults, preferably a male and female (for co-ed events), unrelated, should be in the car/van.
8. Retention of records (permission slips) shall be kept for six months, unless a known injury occurs and then the slips be kept until the child's 20<sup>th</sup> birthday.
9. Any adult (including a parent) who is not a regular volunteer, but will be with youth for any overnight trips (WYD, CHWC, ASP, Trips for social or spiritual activities) shall be background-checked. This paragraph does not apply to parent/child events such as scout camping trips.
10. As new volunteers with youth are recruited, a background check must be conducted and written approval given by the Pastor before they work with youth.
11. All volunteers involved with any of the youth ministry programs must complete Virtus training and provide a copy of the certificate of completion to the parish office.

