



# FOR THE SAKE OF GOD'S CHILDREN

## PART III – SAFE ENVIRONMENTS

DIOCESE OF WILMINGTON  
Revised 2005

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## **A SAFE ENVIRONMENT IS A FRAME OF MIND, NOT JUST A LOCATION**

This manual is a key element of the Diocese of Wilmington's **For the Sake of God's Children Program**. In 2002, Bishop Michael Saltarelli several committees of dedicated and gifted individuals were convened to develop the process for establishing a background check program for adults who minister to and with young people, to develop the Ethical Standards of Behavior for all Church Personnel, and to create guidelines defining what constitutes a safe environment for ministry. All of these efforts have focused on the protection of our children. Beyond the checklists and resources for developing and maintaining a safe environment you will find within the program, guidance for all who serve others. The program's ultimate goal is to assist adult leaders in remaining faithful examples of Christian ethics and personal integrity in all relationships.

The adult leaders mentioned above are properly designated *Church Personnel* in the Safe Environments program. This classification includes all who are accountable for creating a Safe Environment. The term *Church Personnel* is defined on page 6 of this section.

The purpose of this manual is to promote awareness through education, to prevent wrongdoing by establishing best practices and to change behavior through training. While not intended to be a comprehensive manual, it is also not intended as a list of suggestions. What are contained in this manual are **requirements** of the Diocese of Wilmington. By our baptism, we are all called into ministry to, with and for one another. Creating a Safe Environment is paramount to that ministry. For the sake of the young people of the Diocese of Wilmington, the following checklists and resources are presented.

Following this introductory information are numerous checklists designed to assist ministry leaders in creating safe environments. Please note that some events and activities may require the proper completion of more than one checklist to ensure compliance with the standards of this program. Your diligence and care in meeting these expectations is essential to the ultimate success of this program. The goal of this program is not to create an additional administrative burden. Rather, the intention is to create environments that are welcoming, safe and free of that which has the potential to cause harm to leaders and to young people.

The lists contained in this manual may be duplicated as needed. Church Personnel are responsible for ensuring that these guidelines are followed each and every time an activity or event takes place. In time, these practices will become our "second nature".

Thank you for your continued ministry to and with the young church of the Diocese of Wilmington. Thank you, too, for your commitment to create

environments rooted in mutual respect and sustained by faith. Your role is key in building the Kingdom of God.....for the sake of God's children.

## BEFORE YOU READ THIS MANUAL

### ACCOUNTABILITY/COMPLIANCE

1. The individual volunteer or employee is required to complete a criminal background check in order to obtain clearance for ministry in parish or diocesan service.
2. A record of all cleared individuals who are eligible for service in parish or diocesan ministry will be maintained at each parish and on a Master List that is available in the diocesan offices overseeing particular ministries.

The terms "cleared" and "clearance" indicate that the results of an individual's criminal background permit him/her to be eligible for placement in service in a diocesan/parish ministry. Obtaining a "cleared" status (or obtaining "clearance") **does not** mean, however, that the individual has completed the necessary training for a specific ministry.

### ROLE OF THE INDIVIDUAL

1. Obtain and complete the screening form.
2. Submit the form with the appropriate payment.
3. Once the check is completed, review the results of the criminal background check for accuracy.
4. Update individual information relative to any incident which may jeopardize one's ability to continue in service in the Diocese; (e.g., any arrest, change of name, address, phone number, car registration/insurance information.)
5. Receive, review and fully understand the applicable Diocesan Standards. Submit signed Acknowledgement of Receipt Form for Volunteers and the Volunteer Covenant.
6. Review and act in accord with all Diocesan policies applicable to area of ministry.
7. Submit update forms to the Office of Human Resources of the Diocese of Wilmington as necessary (i.e., whenever any updates to personal information are necessary). *This form is available at the parish and / or may be printed from the Diocesan Website ([www.cdow.org](http://www.cdow.org)).*

### ROLE OF PARISH/SCHOOL/DIOCESAN CONTACT

1. Provide screening forms to those needing background checks.
2. Advise those completing the background check form of his/her financial responsibility (per individual parish circumstances).

3. Follow procedures for submission of screening form.
4. Ensure that the Standards Acknowledgement Form has been received, reviewed and is signed and filed for each person.
5. Accept for service only those who have been properly cleared for service.
6. Ensure that those cleared for service in a particular ministry have received the proper training for full participation in that ministry.
7. Ensure that individuals are aware of applicable Diocesan policies in the area of ministry in which they are engaged.

## WHO ARE “CHURCH PERSONNEL?”

Relationships among people are the foundation of Christian ministry and are central to the life of the Church. The Standards defined herein are intended to assist all who fulfill the many roles that create the living Church. The Standards intentionally address all ministerial relationships. Particular attention is paid to those whose ministry calls them to demonstrate their love and compassion for children and young people within genuine and sincere relationships.

All Church Personnel are asked to carefully consider each standard presented before agreeing to adhere to it in their service to the Diocese of Wilmington. An Acknowledgement of Receipt must be completed by each cleared individual to indicate receipt of, understanding of, and willingness to adhere to the Standards.

N.B.: With regard to the Standards, the following definition of Church Personnel shall apply:

The Bishop and all who share his ministry:

1. Priests incardinated in the Diocese of Wilmington.
2. Priests who are members of religious communities (e.g. Oblates, Franciscans, and Jesuits etc.) assigned to the Diocese.
3. Priests of other jurisdictions who minister within the Diocese.
4. Other priests including those who are retired, or who have been granted canonical faculties to do part-time or supply ministry.
5. Deacons incardinated in this Diocese.
6. Permanent deacons with canonical faculties to function in this Diocese.
7. Seminarians and those enrolled in the Permanent Diaconate Formation Program.
8. Women religious and religious brothers working in the Diocese, its parishes, schools or agencies.
9. All paid personnel whether employed in areas of ministry or other kinds of services provided by the Diocese, its parishes, schools or other agencies.
10. All volunteers. This includes any person who enters into or offers himself/herself in a ministry to and with young people.

## **WHY A SAFE ENVIRONMENT?**

As a faith-filled people, we value and honor every individual as created in the image and likeness of God. In the works and ministries of the Diocese of Wilmington we, therefore, provide a safe environment for children, young people, and their families. Honesty, trust, and mutual respect frame an environment where healthy and responsible relationships prevail, boundaries are clear, and Behavioral Standards are mutually embraced. We are committed to providing for the safety and protection of God's children through a selfless sharing of our gifts and talents.

## GENERAL RULES

The following are Diocese of Wilmington policies and are to be followed in all activities that involve young people.

- Maintain the following ratio of cleared adults to youth participants:
  - Two cleared adults per the initial 7 youth for 8<sup>th</sup> grade and below
  - Two cleared adults per the initial 10 high school youth
  - One cleared adult per each additional 10 youth in all age groups
  - Never one cleared adult working alone with youth
  - Cleared adults should be in proportion to the gender breakdown of the youth participants attending the event
  - Reasonable consideration should be given to the number of cleared adults required for events with greater number of participants
  
- Obtain written consent for all participants in one of the following ways:
  - Annual consent: required yearly and kept on file for all on-site events less than 6 hours long (see Form A)
  - Event specific consent: required for all events, on-site or off site, overnight or day-long, that are more than 6 hours in length (see Form B)
  - Save all Consent Forms in a secure location for a period of two years

The following is strongly advised, though not mandated.

- Explain and utilize the buddy system: youth participants should never be alone. Using the buddy system means an intentionally pairing of young people that fosters mutual respect and responsibility. As they develop relationships, young people often pair themselves with friends. When using the buddy system, consider the following:
  - While you might think breaking apart friends will encourage young people to make new friends, be cautious. It may also create emotional hardships for young people and ultimately, for you.
  - Watch for discipline problems. Avoid pairing young people that have an inappropriate effect on each other.

## HOW ADULTS ASSURE A SAFE ENVIRONMENT?

- Establishing boundaries appropriate to the ministerial relationship
- Trained and honest leaders
- Being aware that everything in the building/facility works properly and that the facility is safe and secure
- Knowing my job and being prepared to do that job
- Be properly trained to respond to emergency situations
- Knowing and abiding by the behavioral Standards of the Diocese of Wilmington and of the Catholic Church
- Understanding the gravity of inappropriate behavior and the need to immediately report inappropriate behavior I observe
- Taking swift action and support when problems occur
- Knowing and abiding by the Diocesan policy regarding the appropriate ratio of young people to chaperons
- Earning the respect of parents and other adults in my role as a leader in ministry
- Respecting the individuality and celebrate the gifts and talents of young people
- Being a positive role model at all times
- Encouraging everyone to share the responsibility for creating and maintaining a safe environment
- Remaining free of unwarranted suspicion

## HOW YOUNG PEOPLE BENEFIT FROM A SAFE ENVIRONMENT?

- Knowing I am loved because I am a child of God
- Knowing I am fully accepted just as I am
- Knowing I can trust the adults who guide me
- Knowing where to go for help
- Knowing no one will get angry if I raise a concern
- Knowing that this space is safe and secure
- Knowing that my well-being is the first priority
- Knowing I am responsible for my actions and, therefore, I will think before I act
- Knowing I am held accountable for my actions
- Knowing that adults will be honest
- Having fun
- Knowing I am better off because I am involved
- Giving full attention to the activity and those leading it
- Embracing an environment free of anything that can harm me

## DEVELOPING AN EMERGENCY PLAN

### *Commentary:*

Prior to hosting an event or attending an event (away from the parish or school) as a group, the group leaders must make sure they have prepared a plan in case of an evacuation or large-scale catastrophe. Even though the chances of something happening might be remote, it is the obligation of the person in charge to have created and communicated this plan to participants. The following guidelines are recommended:

- Develop and post an escape plan for facilities
- Leaders must know the number of participants and their location at all times
- Leaders must communicate the designated meeting place in case of an evacuation
- For off-site event, communicate with drivers how to proceed in an evacuation
- Establish policy and guidelines for contacting parents/guardians in the case of an emergency
- Make sure there is a published/distributed list of rooming assignments
- Know the procedure to activate an emergency plan (phone tree)
- Assemble two crisis management teams; one team travels with the delegation (on-site team) and the other remains in your diocese (home team). All team members should be available throughout the duration of the delegation's travel to and from and participation in the event.
- The teams can include diocesan or parish staff, parents of participants, or other adult volunteers. If possible, include pastoral care workers (priest, religious, or other trained lay minister) on each team. Each team should have a leader and one back up. Each team member should be given a listing of a manageable number of participants, including their on-site housing assignment, emergency contact and emergency contact's phone number.
- During your pre-trip site inspection, determine the location of an emergency check-in point during a crisis at the event site, and/or at an alternate site, if the event site is unavailable. Participants should be told the check-in point(s) and informed as to whom they should report at that location in the event of a large-scale emergency.

The following information should be available to both teams :

- Location of the event (how the home team can reach on-site team)

- Location of the nearest phone (for on-site team)
- Nearest doctor or medical facility
- Nearest authority (police, park office, sheriff, etc.)

The plan should have the following elements:

- Who is in charge
- Action(s) to be taken in an emergency
- Alternatives
- People and agencies to notify
- Location of law enforcement
- Fire and health facilities
- Evacuation procedures

Information you need to report an incident :

- (Who) who was involved
- (When) date and time of incident
- (Where) location and community
- (What) nature of the illness or emergency
- (How) how did it happen

Name of Event:	
Date of Event:	
Name of Person Completing Checklist:	

On -Site Team:

In the event of a large-scale crisis situation, team members should report to the agreed upon meeting place with their participant list and begin checking-in delegates. As quickly as possible, but within a few hours of the onset of the crisis, the whole group should account for all delegation members. Missing or extra participants should be reported to the group leader or to the home team leader.

To help alleviate a deluge of calls coming to the group leader or home leader and to put worried minds at ease, leaders may also wish to instruct participants with cell phones to call their emergency contact persons/family/loved ones and tell these persons that indeed they are safe, and then allow others to use their telephones for the same purpose. Those not carrying cell phones may be encouraged to place such calls using other available telephones where it is safe and reasonable to do so.

Home Team:

Once informed of a crisis, Home Team members should begin calling the emergency contacts for the participants on their list. If participants are missing, injured or worse, Home Team members should visit the family(ies). NOTE: Group leaders should make sure that Home Team members who might be called upon to visit the family(ies) of injured participants have the appropriate pastoral training to handle the situation.

## **GUIDELINES FOR USING VARIOUS PARISH PROPERTIES**

These requirements refer to any parish property where young people might have access. This includes, but is not limited to, the rectory, school, cafeteria, gym, sacristy, passage ways, restrooms, offices, classrooms, boiler room, storage areas, and the playground. The following requirements should be used in tandem with any other requirements that are appropriate and that appear in this manual.

If you are the On- Site Group Leader, you are responsible for:

- Knowing where fuse box and all safety equipment is located
- Knowing where all keys and on/off switches for equipment are located
- Knowing how to operate the heat and air conditioning systems and who to call in case of failure
- Checking to see that the parking lot entrances are secured if not in use and unlocked if necessary
- Ensuring that unused areas of the facilities are locked and monitored
- Knowing any codes to any alarm systems
- Identifying main water valve and sprinkler system shutoff
- Making sure all hazardous materials are removed
- Knowing who else is in the building
- Making sure the restrooms are properly lighted, ventilated, and monitored
- Knowing the names and phone numbers of the proper contact person
- Knowing the location of the nearest phone (especially since mobile phones do not always work indoors)

## GUIDELINES FOR SITE SELECTION FOR A PARISH YOUTH ACTIVITY

Reminder:

Regardless of location (private homes, Community Center, roller/ice skating rinks, amusement parks, etc.) It is strongly recommended that you visit all sites prior to selecting them for a youth activity and to travel to and from the location the same way the youth will travel (drive if you will travel by bus, for instance). You should visit hotels and restaurants that will be used as well.

- Visit the site in person before selecting it for youth activity, asking yourself:
- Is it safe?
- Can the facility accommodate the event we hope to have?
- Can the facility accommodate the physical needs of our participants?
- Can emergency vehicles reach us?
- Is the environment such that I can communicate easily with adult chaperons and youth participants?
- Have the facilities been inspected by appropriate government or other agencies?
- Is the facility clear of obvious health violations?
- Have other parishes or schools in the Diocese of Wilmington used this facility in the past? If yes, you should be in contact with those people.
- Will I be able to enforce the required rules?
- Is the facility adequately staffed?
- Make reservations in plenty of time and send deposit to facility if required.
- Have a knowledgeable person read over any contract and familiarize yourself with any requirements, cancellation fees, minimum participants, etc. (Parish approvals or authorizations may be needed to comply with some insurance regulations).
- Communicate the emergency phone number for the facility with parents of all participants as well a contact at the parish or school (See Form D).

### REQUIREMENTS FOR ON SITE PARISH YOUTH ACTIVITY

Maintain the appropriate ratio of cleared adults to youth participants :

- Two cleared adults per the initial 7 youth for 8<sup>th</sup> grade and below
- Two cleared adults per the initial 10 high school youth
- One cleared adult per each additional 10 youth in all age groups
- Never one cleared adult working alone with youth
- Cleared adults should be in proportion to the gender breakdown of the youth participants attending the event
- Reasonable consideration should be given to the number of cleared adults required for events with greater number of participants

- Assure that the room where event is to take place meets the requirements listed in GUIDELINES FOR OFF SITE SELECTION FOR PARISH YOUTH ACTIVITY
- Assure that the cleared adults exhibit behaviors consisted with the Ethical and Behavioral Norms for Church Personnel
- Explain and utilize the buddy system: youth participants should never be alone
- Know the number of participants and whereabouts of participants at all times

Follow guidelines for written consent :

- Annual consent: required yearly and kept on file for all on-site events less than 6 hours long (see Form A)
- Event specific consent: required for all events, on-site or off site, overnight or day-long, that are more than 6 hours in length (see Form B)
- All Consent forms are to be saved in a secure location for a period of two years
- Maintain accurate records of attendance (see Form C)
- Know the location of emergency equipment first aid kit, fire extinguisher, exits
- Have a phone on hand in case of an emergency
- Be aware of building layout and location of emergency exits
- Check that the parking area is secure
- Check that areas of building not in use are monitored on a regular basis
- Stay with another adult until all youth are picked up following the event
- Complete Event Evaluation (Form F)

Name of Event:	
Date of Event:	
Name of Person Completing Checklist:	

## REQUIREMENTS FOR OFF SITE PARISH YOUTH ACTIVITY

### Commentary:

- Follow the guidelines outlined in the SITE SELECTION section of this manual
- Follow the TRANSPORTATION and other appropriate sections of this manual if this event requires transportation
- Follow the OVERNIGHT ACCOMMODATIONS section of this manual if appropriate
- Certain organizations (Boy Scouts, Girl Scouts, Athletics, etc.) and some parishes may require permits for youth events held away from their normal meeting places – these regulations must also be followed.

Maintain the appropriate ratio of cleared adults to youth participants:

- Two cleared adults per the initial 7 youth for 8<sup>th</sup> grade and below
- Two cleared adults per the initial 10 high school youth
- One cleared adult per each additional 10 youth in all age groups
- Never one cleared adult working alone with youth
- Cleared adults should be in proportion to the gender breakdown of the youth participants attending the event
- Reasonable consideration should be given to the number of cleared adults required for events with greater number of participants

- Explain and utilize the buddy system : youth participants should never be alone
- Assure that the cleared adults exhibit behaviors consisted with the Ethical and Behavioral Norms for Church Personnel
- Know the number of participants and whereabouts of participants at all times

Follow guidelines for written consent :

- Annual consent: required yearly and kept on file for all on-site events less than 6 hours long (see Form A)
- Event specific consent : required for all events, on-site or off site, overnight or day-long, that are more than 6 hours in length (see Form B)
- All Consent forms are to be saved in a secure location for a period of two years
- Hold a Parents' Meeting prior to the event to share information procured during the pre-trip inspection as well as to field any questions
- Maintain accurate records of attendance (see Form C)
- Know the location of emergency equipment first aid kit, fire extinguisher, exits
- Have a phone on hand in case of an emergency
- Be aware of building layout and location of emergency exits

- Check that the parking area is secure
- Check that areas of building not in use are monitored on a regular basis
- Make sure all cleared adults have a list of participants and emergency contact numbers
- Make sure all participants have picture identification with them at all times
- Check that a cell phone is available in case a need arises for emergency assistance
- Instruct chaperons to correct inappropriate behavior immediately
- Instruct chaperons on emergency procedures in case of an accident or a health problem
- Stay with another adult until all youth are picked up following event
- Complete an Event Evaluation (Form F)

Name of Event:	
Date of Event:	
Name of Person Completing Checklist:	

Planning Notes:

## GUIDELINES FOR SITE SELECTION

### FOR A PARISH YOUTH ACTIVITY IN A PRIVATE HOME

**Note:**

When using a private home for youth activity (small group faith sharing, Bible study, etc.), it is incumbent upon the Church/School personnel to make a site visit prior to approving the location for ministry **as well as** at least once while ministry is taking place. This list is not comprehensive and there may be other factors used in disqualifying a location.

- Are there any visible signs of risk (exposed electrical outlet, tripping hazards in driveway or sidewalk, etc.) **If yes, this site is disqualified.**
- Is the pathway from the drop off location or parking to the home well lit?
- Can pets be kept in a secure location so that do not bother/harm the participants? **If pets are present, be aware of participants' allergies.**
- Participants are to be chaperoned at all times. (Young people are, for example, not allowed to be sent to the basement "to play" instead of/after gathering for their stated purpose.)
- Is there a liquor cabinet on the premises? Is it kept securely locked? Is the key kept out of the reach of young people? **If cabinet is not securely locked, etc., this site is disqualified.**
- Can the facility accommodate the event (number of attendees) participants? **If no, this site is disqualified.**
- Can the facility accommodate the physical needs of our participants? (Is there enough space? Are there enough seats, etc?) **If no, this site is disqualified.**
- Can emergency vehicles reach us? **If no, this site is disqualified.**
- Is the environment such that I can communicate easily with adult chaperons and youth participants?
- Are there firearms in the house? **If yes, this site is disqualified.**
- Does the homeowner have current homeowner's insurance? (A copy of the policy must be obtained) **If no, this site is disqualified.**
- Will I be able to enforce the required rules (i.e., or is the space so wide open that I will never be able to keep track of participants)?
- Are the bathroom facilities clearly accessible?
- Is it necessary to enter a bedroom to use the bathroom facilities? **If yes, this site is disqualified.**
- Has the contact information for this location been made available with the parents/guardians of attendees? (See Form D)
- Have health concerns, such as diabetes, epilepsy, etc. been made available to the homeowner/staff?

This form must be used in conjunction with the "Requirements for Off Site Parish Youth Ministry".

## GUIDELINES FOR DANCES

### Preface:

A dance can be a great social event for young people. Because the expenses are low and the attendance is usually high, it can also be a good source of revenue. Every effort, however, must be made to ensure that the dance is a place where young people receive a positive message via the music, the games, the chaperones, the required dress, and the like. When hosting a dance for young people, please be aware of the following guidelines.

This form must be used in conjunction with the **GUIDELINES FOR SITE SELECTION**.

- The number of adults needed is largely dependent upon: number of attendees, ratio of boys/girls attendees, age of attendees, number of exits and how well lit they are, number of bathrooms and how accessible they are to the actual dance, the size of the parking lot and its location in terms of distance from the actual dance, and the like.

Obviously a dance that follows the normal adult-youth ratio would become unmanageable very quickly. Every effort should be made to take into consideration the factors listed above. Under normal circumstances with two or three well lit exits for the building and one bathroom each for boys and girls, the follow ratios are suggested:

Every effort should be made to have a chaperone ratio that matches the ratio of males/females in attendance. Cleared adults must also wear CYM ID badges.

Up to 100 attendees (min. 7 cleared adults)  
 Up to 150 attendees (min. 9 cleared adults)  
 Up to 200 attendees (min. 11 cleared adults)  
 Up to 250 attendees (min. 13 cleared adults and one off-duty officer)  
 Up to 300 attendees (min. 15 cleared adults and one off-duty officer)  
 Up to 350 attendees (min. 17 cleared adults and one off-duty officer)  
 Up to 400 attendees (min. 19 cleared adults and one off-duty officer)  
 Up to 450 attendees (min. 21 cleared adults and one off-duty officer)  
 Up to 500 attendees (min. 23 cleared adults and one off-duty officer)  
 More than 500 attendees – please call CYM (302-658-3800)

At all times, event leaders should be aware of the maximum number of people allowed by the fire code. In addition, there should be no fire code violations such as blocked or locked exits.

Cleared adults (with nametags) should be assigned posts that include but are not limited to:

- Roaming around the dance floor (perhaps a couple that dances)
- Stationed at the exits to ensure that no one leaves or arrives unnoticed
- Patrolling the parking lot periodically to ensure that no one is “hanging around” unsupervised
- Assisting at the refreshment stand to ensure spills are cleaned up quickly and general order is maintained
- Assisting at the registration desk to ensure the monies collected are properly handled, guests have turned in appropriate paperwork and all attendees have a permission slip on file

For High School Dances:

- One or two men periodically checking the boys’ bathroom (every 20 minutes or so)
- One or two women periodically checking the girls’ bathroom (every 20 minutes or so)

Bathrooms should be checked for:

- Vandalism
- Participants smoking
- Inappropriate contact or other behavior

For Junior High Dances:

- One cleared adults should be stationed outside each restroom in shifts (male outside boys’ room, female outside girls’ room) for the duration of the event to monitor loitering, potential vandalism or other Code of Conduct violations.
- Careful consideration should be given to the selection of your DJ. This person will be responsible for setting the tone for the dance. He/she should be encouraged to play music with positive messages, to host all – inclusive games, and most importantly, he/she should feel comfortable saying “no” to a participant who request a song that is inappropriate. There should be a written agreement between the host parish/school and the DJ outlining the expectations of the event.
- There must be a signed consent form on site for each participant. Publicizing this ahead of time will lessen the headache the day of the event. Make the permission form available online for parents to download or hand them out at the beginning of the year. If you use the Annual Permission Form, have copies available on site and a master list of those whose forms you have. Guests of participants are welcome but must also provide written permission that includes an emergency contact number.
  - o Suggestion: some parishes use ID cards that are sold at the beginning of the year when forms are filled out. Knowing that those who have an ID card also have a written consent on file is one way to cut down on the last minute rush. Still, the first dance of every year will probably be accompanied by a rush of those

wanting/needing to fill out the proper forms. Once everyone catches on, participants and their parents will become much more cooperative.

- All dances should begin and end with prayer. The use of modern music in prayer is encouraged.
- When the dance ends, parents should be encouraged to come into the dance a few minutes early (especially in the case of junior high students). This allows the parents to be a part of the experience and affords the young people an escort to the car.
- All music that is played should have a positive message. Use Cornerstone Media ([www.cornerstone.net](http://www.cornerstone.net)) as a resource.
- There should be no "bumping and grinding," no "crowd surfing" and no "mosh" pits.
- Consequences of inappropriate action should be made clear. If someone smokes, for instance, he/she is sent home, etc. See also **Guidelines for Sending a Young Person Home**

## GUIDELINES FOR SENDING A YOUNG PERSON HOME

### Preface:

Occasionally it is necessary to send a young person home from an event because of his or her behavior. If, for instance, the rules clearly state (as the Code of Conduct, Form G, does in fact state) that boys and girls are not allowed in each other's sleeping rooms, and you find that some boys (or girls) have left their own rooms in the middle of the night and are "hanging out" in the girls' (or boys') rooms, the event leader should send those involved home. They have clearly violated the Code of Conduct. This checklist will help you handle such a situation effectively and pastorally.

- If the action in question is illegal in nature, the event leader must notify the authorities and separate the young people from the rest of the group before contacting the parents.
- NOTE: A pastoral response is paramount. If the behavior occurs in the middle of the night, for instance, it would be appropriate to wait until morning to deal with the consequences, so long as the event leader has addressed the action and informed the young people of the consequences.
- Adult leaders should treat the young people as the gifts from God they are and make every effort to ensure that nothing is said or done by the adults or other participants to cause embarrassment or humiliation for the young people who face expulsion from the event. In addition, adults must refrain from joking about the behavior in question with other adults or with young people.
- The event leader and the young person (people) should discuss the Code of Conduct violation. It is appropriate to seek an explanation for the behavior and to discuss the implications of that behavior on the rest of the group, the event, the reputation of the parish/school, etc.
- The event leader and other adults should discuss the infraction to ensure that the facts of the situation are accurate. Only the facts, and not opinions, frustration, or anger, are to be part of the discussion.
- The event leader should call the young person's parents and inform the parents to pick up their child/ren as soon as possible. As a general rule, refunds are not offered to young people who are sent home.
- When the parents arrive, the young person should be with the event leader when the event leader meets the parents. The young person should be a part of the conversation that ensues unless the parent asks the young person to remove him/herself.
- The event leader should encourage parents to discuss the situation with their child/ren. The parents and/or event leader should encourage the child to consider apologizing to the rest of the group and to adult leaders at a later date. The young person should be encouraged to return to future events.

## **GUIDELINES/REQUIREMENTS FOR OVERNIGHT ACCOMMODATIONS**

- Assure that rooms at a hotel/motel empty into interior halls that are lighted and secure
- Avoid rooms with balconies
- Seek hotels/motels with security officers on staff

Follow Diocese of Wilmington policies for housing :

- Those under the age of 18 must be housed together according to gender
  - Those over the age of 18 but under the age of 25 must be housed together according to gender unless legally married
  - Cleared adults (those over the age of 25) must be housed together according to gender unless legally married
  - No adult is to room with a young person unless the two are related
  - Where possible, males and females are to be housed on separate floors
  - In camp settings where participants are lodging overnight in cabins, adults (although never alone) are permitted to lodge in the same cabin as same-gender youth participants, but are encouraged to use the bed closest to the door and farthest away from youth participants
  - If using host families, one cleared adult must stay with each group of young people housed with host families. (The expectation is, of course, that the host family will be present throughout their stay.)
- 
- Make rooming lists available to the adults and the hotel security officer

*Some groups may use non-standard accommodations (gymnasiums, cafeterias, auditoriums, etc.) If so, special provisions apply:*

- Assure that room is set up with specific areas for different genders
- Assure privacy for cleared adults and youth participants as much as reasonably possible

## GUIDELINES FOR TRANSPORTING YOUNG PEOPLE BY BUS

These regulations are for travel on all bus type vehicles hired from a commercially licensed carrier. Adults and participants should *always*:

- Abide by all regulations and guidelines of bus company
- Follow Bus driver's instructions to ensure safety

### Loading Passengers

- Require passengers to stand back at least 10 feet from bus as it approaches
- Only board passengers when the bus is completely stopped, with parking brake engaged and appropriately displaying flashing safety lights
- Only board the number of passengers legally approved for the vehicle
- Account for all passengers entering bus
- Be sure that all riders have entered the bus and are seated before proceeding
- Check mirrors to ensure clearance around bus
- Distribute passengers evenly if bus is not filled
- Keep passengers seated
- Never load passengers via the rear door (emergency exit)
- Never stand behind bus for any reason

### While in Transit

- Instructions of driver must be followed to maintain safety
- Driver is obliged to follow all safety procedures
- Address behavioral issues quickly focusing on those causing disruption
- Be positive, invite suggestions, remain level-headed at all times
- If behavioral problems are not resolved via initial action:
  - Stop vehicle in a safe place off of road
  - Stop engine
  - Speak directly to the disruptive individuals
  - Move those causing disruptions
  - Contact parish/school and parent(s) of offenders if travel may not be resumed safely
  - Prepare discipline report per parish/school guidelines

### Unloading Passengers

- Check mirrors for clearance around bus before discharging passengers
- Do not move bus until discharged passengers are at least 10 feet away from bus (utilize a visual check and a scan of mirrors)
- Passengers should only cross in front of bus after directed by bus driver
- Never unload passengers via the rear door (emergency exit)

## TRANSPORTATION BY AUTOMOBILE

### *Commentary:*

These Guidelines apply for all travel when transportation is arranged as part of an event that is sponsored by a parish or diocesan institution. For instance, if young people from St. Timothy's Parish/School are going ice skating and transportation is arranged by parish/institution personnel, these guidelines apply. The Diocese of Wilmington does not seek to control transportation arranged among family friends or neighbors. While common sense should govern all transportation arrangements, these guidelines would not apply if the transportation is not specifically arranged by the parish/institution.

- Only cleared adults 25 years of age or older may be drivers to and from parish youth activities
- Check that all vehicles meet safety Standards, use the VEHICLE INSPECTION CHECKLIST that appears in this manual

**The use of 15 passenger vans for the transporting of young people under the age of 18 is strictly prohibited by the Diocese of Wilmington  
No transportation or travel (of passengers) is permitted in the back of trucks or on trailers (hayrides and parades may be an exception).**

- Obtain a certificate of insurance from the owner of the vehicle if vehicle is privately owned (\$50,000 (bodily injury liability maximum for one person injured in an accident), \$100,000 (bodily injury liability maximum for all injuries in one accident), \$50,000 (property damage liability maximum for one accident) is **minimum** coverage recommended.)

Check that drivers are familiar with the operation of all controls (rented or leased vehicles):

- How to operate all vehicle controls (ignition, lights, wipers, etc.)
- How to interpret all dashboard instrumentation
- Know how to adjust mirrors to eliminate blind spots
- Know how to reverse the vehicle safely
- Know how to fill the vehicle with fuel
- Know how to open the hood and trunk
- Know how to change a tire
- Know how to lock and unlock the vehicle
- Check that the driver is not taking any medication that might make him or her sleepy or otherwise impaired
- Drivers are not to wear headphones while they are driving
- Drivers are not to transport more persons that the capacity (number of safety belts) of the vehicle

- Driver and all passengers must wear both a lap belt and a shoulder belt
- Select all routes in advance of the trip
- Check that all drivers have written instructions of the route
- Check that all drivers have a map
- Check that all drivers have money if toll roads are to be used
- If you are traveling in a caravan<sup>1</sup>, designate a lead vehicle
- Drivers are to maintain a safe distance from other vehicles
- Speed limits are to be obeyed
- Check that a mobile phone is available in each vehicle
- Check that a separate set of keys are kept by a person other than the driver
- Check that all drivers know how to respond should an accident occur
- Drive with headlights burning at all times
- Obtain a weather report prior to departing on the trip
- Daylight travel is preferred
- Limit daily travel to eight hours

For traveling in adverse weather conditions:

- Before beginning a trip in adverse weather conditions, contact the state police and obtain a road advisory or road report
- In poor visibility instruct driver to pull off the road to a safe location and wait for conditions to improve
- If weather changes suddenly, instruct drivers to stay in the flow of traffic but maintain a longer than normal following distance
- Reduce speed in adverse weather conditions
- Be alert for slippery roads in rain and snow

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<sup>1</sup> Travel in a caravan style is not recommended as it promotes inattentive driving habits. Use the following techniques: 1. set a defined time and area for departure, 2. meet at periodic checkpoints, and 3. set a daily destination. Plan driving times to take into account weather conditions and speed limits.

## VEHICLE CHECKLISTS

### Pre-Trip Checklist

- Each driver/chaperone in vehicle has contact information for parents of passengers and know procedures for initiating contact with parents if necessary
- Valid license plate(s) and inspection stickers/decals are displayed
- Fluid levels are at expected levels (e.g., oil, coolant, transmission fluid, power steering fluid, windshield washer fluid are within proper guidelines)
- Fuel tank is full
- Tires are properly inflated and do not show signs of excessive wear or damage
- Headlights, taillights, turn signals, side marker lights function properly
- Dashboard instrumentation and warning lights function
- Mirrors are properly adjusted
- Functioning seat belts are available for all passengers and are used by all passengers
- Make sure children under age 12 are not seated in a front seat where an airbag may deploy
- There are no obvious hazards or signs of danger
- All doors and windows open and close properly

### Vehicle Emergency Kit

- A vehicle emergency kit is on board each vehicle, which includes:
  - Roadside warning sign (e.g., reflector triangle, flares, distress flags, etc.)
  - A functioning flashlight
  - Emergency numbers (e.g., AAA or other road service agency)
  - A properly inflated spare tire, a vehicle jack, and any other items necessary to change a tire
  - Battery booster cables (where applicable)
  - Extra fuses
  - Red or white cloth or handkerchief (distress flag)
  - Vehicle operators' manual
- A first aid kit is on board which includes:  
bandages, gauze, cold packs, medical tape, protective gloves, antibacterial cream, bee sting kit

### Cold Weather

- Make sure all drivers are knowledgeable and properly trained in handling vehicle in cold weather/adverse conditions
- Obtain a weather report before departing and modify or postpone plans if severe adverse weather conditions are forecast
- Driver should use sunglasses to reduce glare
- Travel on major highways, preferably during daylight hours

If weather conditions deteriorate:

- Pull completely off of road to the safest location possible in area
- Activate hazard flashers, set up flares/warning triangle, place distress flag on antenna or door handle
- Remain in vehicle (unless near a building within sight that may be reached safely on foot)
- Call 911 via cell phone
- Maintain heat by running engine for limited periods (to prevent carbon monoxide buildup)
- Open windows slightly to introduce fresh air into vehicle
- Ensure that vehicle exhaust is unobstructed
- One person should stay awake for safety reasons
- In cold weather the on board supply kit should also include: blankets, shovel, windshield scraper and brush, extra windshield washer fluid, waterproof matches, sand or cat litter (for traction in ice/snow), battery-powered radio, batteries, list of area emergency radio stations

### **Mechanical Problems**

- Ensure that all drivers are familiar with procedures in case of mechanical problems (e.g., all drivers have AAA or other road service phone number/card, driver has means to pay for repairs, if necessary)
- Access vehicle emergency kit (see above)

If vehicle becomes disabled:

- Pull completely off of road to the safest location possible in area
- Activate hazard flashers, place distress flag on antenna or door handle
- Place 3 warning signs/reflector triangles behind vehicle (one at 10 feet behind, one at 100 feet behind, one at 200 feet behind—as possible)
- Notify police or AAA/Road Service agency
- Raise hood to indicate a mechanical problem
- Keep all occupants in vehicle to maintain safety

### **Post Trip Inspection**

- Park in a well-lit area
- Check that all passengers have exited vehicle
- Inspect vehicle for vandalism/damage and left personal items
- Close all windows and lock all doors, trunk, etc.
- Return keys and any necessary paperwork to parish/school office: Permission Slips, Incident Reports, Attendance Lists

### **Checklist In Case of an Automobile Accident**

Follow PREPARING AN ACCIDENT REPORT (See Form E) as soon as possible following an automobile accident

## RECREATIONAL ACTIVITIES: PROHIBITED ACTIVITIES

Recreational activities are included in youth programs for their inherent values of leadership, team play, discipline, and socialization.

**Practices or games sponsored as part of the Office for Catholic Youth Ministry (CYM) league(s) must follow all CYM Rules and Regulations as outlined in the Athletic Handbook. This handbook is available at [www.cdowcym.org/athlman](http://www.cdowcym.org/athlman).**

Certain high risk activities are strictly prohibited. These activities include, but are not limited to:

- sky diving
- hang gliding
- parasailing
- bungee jumping
- rodeo activities
- use of trampolines
- use of all-terrain vehicles
- any bus or vehicle “pulls”
- skateboarding (permitted by BSA with guidelines)
- sledding or inner-tubing is prohibited when the sled or inner tube is pulled by a motorized vehicle of any sort
- scavenger hunts that require young people to leave an event site are prohibited
- martial Arts (competitive Boxing, etc.)
- fireworks use
- participations in motorized speed events
- go-karts and motor bikes
- “war” games – paint ball, laser tag, etc.
- motorized personal watercraft

Certain high risk activities may be undertaken only in planned events with the assistance of certified instructors:

- SCUBA Diving
- Snorkeling
- Waterskiing
- Board Sailing
- Whitewater activities (canoeing, rafting, etc.)
- Shooting and hunting sports
- Caving
- Defensive martial arts
- Climbing and rappelling

## RECREATIONAL ACTIVITIES: GAMES

### *Commentary:*

If practices or games are part of the CYM league, you must follow all CYM Rules and Regulations as outlined in the Athletic Handbook.

Depending upon the location of this event, you should refer to either the ON SITE PARISH YOUTH ACTIVITY or OFF SITE PARISH YOUTH ACTIVITY requirements.

- Check that a medical treatment consent form is on file for each child that participates in youth activities.
- A game should not be played unless a clear playing area exists without any hazards (including no debris on the ground). Fields should not be used if trees, tree roots, wires, sprinklers, hoses, holes, signs and other hazards are present. Before play begins, inspect the playing area for hazards.
- Check that the playing area includes a buffer zone. Do not use areas that are next to roads unless they have adequate barriers.
- Make sure the activity is appropriate for the age and skill level of those involved.
- Have participants warm up before play begins.
- Before play begins, instruct participants to remove any jewelry such as rings, bracelets, or watches that could cut another player.
- Explain the rules of the game to all adult chaperons including what is acceptable and unacceptable behavior.
- Maintain a balance between skill and size when dividing up teams.
- Give children the freedom to participate or not.
- Know emergency procedures in case of an accident or a health problem
- Correct inappropriate behavior immediately.
- Prohibit tree climbing as a part of any game.
- See all the participants all the time.
- Use time-outs to control the level of play.
- Equip chaperons with a whistle so they can gain immediate attention from the participants.
- Inspect the condition of any equipment needed
- Use appropriate personal safety equipment
- Keep a weather watch. Stop play if weather includes lightening or heavy rain

### **Guidelines for Football (no-tackle):**

- Maintain a balance between skill and size when dividing up teams.
- Instruct players not to wear metal cleats.

**Guidelines for Baseball and Softball:**

## Commentary:

From a risk standpoint, baseball and softball can cause sports-related injuries to young people. To reduce the number of injuries, participants should always use a helmet with a face guard, substituting softer balls for standard balls should be considered, as should modified safety bases.

- Recommend batting helmets with faceguards.
- Recommend softer-than-standard baseballs and softballs to reduce injuries.
- Use safety bases that release from ground upon impact and that leave a smooth area on the ground where they were located.

**Guidelines for Basketball:**

- Recommend shoes designed for basketball to reduce sprains and foot injuries.
- Encourage use of protective eye gear and mouth guards to lower eye and teeth injuries.
- Require children who wear eyeglasses to use headbands to hold the eyeglasses to their head.
- Immediately mop up water spills or perspiration that gets on the court to prevent slips and falls.
- Keep loose balls and other items off the court during play.

**Guidelines for Soccer:**

## Commentary:

Some movable goals tip over and cause serious injuries to victims. These goals often weigh between 150-500 pounds. Children should not be permitted to move goals.

- Instruct children on the dangers associated with the goals and never permit anyone to climb on a goal or to hang from the crossbar.
- Use only trained adults to move the goals.
- Instruct supervisors to maintain a balance between skill and size when dividing up teams.

**Guidelines for Volleyball:**

- Make sure the court is clearly marked.
- Inspect net.
- Ensure that net is securely anchored by stakes or weighted Standards.
- Make sure that anchor posts are at least 3 feet outside of playing area.
- Check top of net if covered with a protective surface and is not torn or worn.
- Check that a buffer zone exists around the perimeter of the playing area.
- For indoor courts, space should be at least 6 ½ feet around court.
- Ensure that all players are familiar with the rules of game and are fit to play and have proper equipment (especially knee pads).

## RECREATIONAL ACTIVITIES: SKATING, SNOW SKIING, SNOWBOARDING, AND FIREWORKS

### *Commentary:*

Common injuries include damage to knees, elbows, ankles and wrists. To avoid such injuries use appropriate padding and guards.

You must also use the OFF SITE PARISH ACTIVITY requirements.

### **SKATING**

*Common injuries to new skaters include injuries to knees, elbows, ankles and wrists. To avoid such injuries use appropriate padding and guards.*

***Skateboarding is not an approved activity by the Diocese of Wilmington***

- For ice skating, use only public rinks or areas that are certified as safe.
- Instruct supervisors to correct inappropriate behavior immediately.
- Instruct supervisors on emergency procedures in case of an accident or a health problem.
- While popular in many parts of the country, skateboard ramps create serious risk of neck and head injuries and are not recommended for church use.

### **SKIING AND SNOWBOARDING**

*Wrist injuries often occur when people stretch out their arms to break a fall.*

- Encourage skiers to wear a helmet
- Encourage skiers to wear wrist bands.
- Instruct skiers to maintain a safe speed.
- Instruct skiers to stay on trails.
- Instruct skiers to use trails for their level of expertise.
- Instruct skiers to slow down at points where ski trails merge.
- Instruct skiers to take regular breaks and not to ski when they are tired
- Instruct supervisors to correct inappropriate behavior immediately.
- Instruct supervisors on emergency procedures in case of an accident or a health problem.

### **FIREWORKS**

***Use of Fireworks in any form is prohibited in the Diocese of Wilmington.***

## RECREATIONAL ACTIVITIES: WATER SPORTS AND ACTIVITIES

### Commentary:

This guideline should be followed for most water related activities including swimming, boating, canoeing, rafting, tubing, water-skiing, etc.

Refer also to either the ON SITE or OFF SITE PARISH YOUTH ACTIVITY requirements.

- Recognize the Key Elements for water safety:
  - Proper supervision (water safety training, consideration for lifeguards, posted lookouts, etc.)
  - Recognition of ability – training, safety review before the event, swim check, etc.
  - Use a buddy system with periodic checks
  - Appropriate safety equipment (personal flotation, throw-ropes, etc.)
  - Inspection of equipment (boats, paddles, oars, rope, skis, etc.)
  - Review emergency procedures with all chaperons:
    - Location and use of life rings/buoys, rope, shepherd’s hook rescue device
    - Location of telephone
    - First Aid procedures

### Special awareness for swimming:

- Select a safe area (pool or beach under control of an appropriate authority)
- Be aware of swimming ability of each young person (test if necessary)
- Restrict diving to appropriate areas (pool visibly clear to 7 feet – no diving over 3 foot height unless depth exceeds 12 ft)
- Instruct swimmers to avoid drain areas or mechanical inputs

When swimming in the ocean:

- Be aware of surf conditions (e.g., rip currents, shore break)
- Be aware of weather conditions posted, notices for changed/adverse weather conditions, location of lifeguards

### Special awareness for float related activities:

- Before using boats, check to ensure they contain an adequate number of life vests, including a throw line and a life preserver. – (Personal Flotation Devices are to be used, not just available).
- Fuel the boat before leaving the dock (carry extra fuel on board).
- Check that the boat is equipped with a working fire extinguisher.
- Instruct riders not to dive off the boat into shallow water, or into any location where hazards may exist such as rocks or trees below the surface.
- Permit only experienced adults to drive motorized boats.
- If water skiing or tubing takes place, require that the boat have a driver **and** a spotter.
- Establish hand signals to communicate between the spotter and those being pulled behind a boat in case a problem should occur.
- Instruct individuals that in case of capsizing; they should stay together and cling to a part of the boat that is above water until help arrives.

## SPECIAL ACTIVITIES: CAMPING TRIPS AND HIKING

*Commentary:*

Never use portable heaters inside tents. Carbon monoxide poisoning can occur.

Signs of CM poisoning include flu like symptoms such as headaches, nausea, dizziness or fatigue. If such symptoms are present, seek immediate medical attention.

Boy and Girl Scout organized campouts must follow guidelines and regulations of their respective organizations including: supervision, fitness, planning, permits, equipment, notification, condition monitoring, and discipline)

- Follow the OFF SITE PARISH ACTIVITY, SITE INSPECTION and the OVERNIGHT ACCOMMODATIONS requirements in this manual
- Site inspections for safety and health risks must be made before setting camp, during the event, and following pack-up
- Warn campers about the risk of carbon monoxide poisoning that can occur through the use of grills, portable heaters, lanterns, or stoves that use fossil fuels such as kerosene charcoal, wood, or propane
- Prohibit the use of portable heaters while sleeping inside of tents or campers, or inside of a vehicle
- Prohibit rock climbing unless professional supervision is present
- Provide instructions on the proper storage of food
- Instruct hikers to stay on trails and make sure campers can identify poisonous plants such as poison ivy
- Instruct campers to use appropriate insect repellents
- Instruct campers to avoid brush piles that may harbor snakes
- Instruct campers to avoid contact with any wild animal
- Instruct campers to stay together while hiking and not to wander off the trail
- Instruct supervisors on emergency procedures in case of an accident or a health problem

## SPECIAL ACTIVITIES: BICYCLING

### Commentary:

Bike injuries can often be avoided by noting the following:

- Stop at all stop signs or traffic signals
- Use hand signals
- Wear bright/reflective clothing
- Never turn left into oncoming traffic
- Don't swerve into traffic that is approaching the rider from behind
- Don't ride against the flow of traffic

Always have a leader proficient in this type of activity. He/she can notice proper equipment upon inspection and can safely guide others through an enjoyable experience.

- Follow the OFF SITE PARISH ACTIVITY requirements of this manual.
- Require all riders to wear a helmet that contains a label indicating it meets the SNELL safety standard.
- Instruct riders on the proper use and fit of the helmet. The helmets should be secure, but comfortable, and should not move around on the head. When worn properly, the helmet is positioned near the eyebrows and does not expose the forehead.

Check each of the following before the trip begins:

- that riders wear fluorescent and brightly colored clothing to make them more visible.
- that all bikes have a reflector;
- that bikes used at night have both a headlight and a taillight;
- that riders check that nuts and bolts are tight;
- that riders inspect tires and air pressure;
- that the seat height is appropriate for the rider;
- that riders test brakes;

Instruct all riders to obey the following rules:

- to ride with the traffic, and not against traffic;
- to stay in a single line to the far right of the road maintaining a safe distance between each bike;
- to obey the same laws for motorized vehicles;
- to never assume that a driver of a car sees you, but to stay alert and be on guard for a car turning into your path;
- to warn pedestrians before you pass them;
- to be especially careful when descending hills and be prepared to stop if there is an intersection at the bottom of the hill;
- to move to a safe location away from the road when stopping for a break;
- to keep bikes locked when not in use and to lock the back wheels to an immovable object.

## SPECIAL ACTIVITIES: HAYRIDES

*Commentary:*

Annual Hayrides can be an exciting endeavor for adults and participants. Every precaution, however, should be taken to avoid accidents which can harm or even kill participants. Trip Coordinators should only use companies that specialize in providing hayrides for young people. Once such a company is located, don't be afraid to check with the leaders of other groups that have used their services.

- Follow the OFF SITE PARISH ACTIVITY requirements in this manual
- Inspect the tractor and the wagon to verify they are good repair
- Check that the wagon is clean and equipped with side walls
- Prohibit the use of two wagons that are hitched together
- Check that the driver is fully trained and experienced in driving the tractor while pulling a wagon
- Check that the driver has a written checklist of all safety precautions
- Review the safety procedures with the adult supervisors prior to beginning the hayride
- Select the route in advance and fully inspect it for hazards
- Require the driver to practice driving the route with the wagon prior to the hayride
- Avoid the use of busy roads or roads that are too bumpy
- Check Consent forms to ensure that no participants suffer from Hay Fever or grass-related allergies
- Instruct riders to sit in such a manner that no part of the body can extend past the side, back, or front of the wagon
- Instruct riders to remain seated inside the wagon at all times
- Instruct riders to keep their arms, head, and legs inside the wagon
- Use only wagons equipped with proper seat belts and safety equipment for small children
- Instruct the driver to maintain a safe distance at all times if you use a trailing car
- Never fill wagon above capacity
- Instruct the driver to keep the hazard lights on if you use a trailing car,
- Check that the tractor pulling the wagon has warning hazard lights and lights on the back that illuminate the wagon
- Check that chaperons have a flashlight if the hayride occurs at night
- Give riders clear safety instructions prior to the hayride
- Instruct the driver to maintain a low speed
- Check that there is a spotter who rides along side of the driver that can relay information to the driver as warranted

## **SPECIAL ACTIVITIES: WORK SITES/WORK CAMPS**

### **GENERAL CONSIDERATIONS**

- Follow either the ON SITE PARISH ACTIVITY or the OFF SITE PARISH ACTIVITY requirements found in this manual
- Follow the SITE SELECTION and TRANSPORTATION requirements, and others as appropriate
- Provide an orientation to all young people addressing these topics
- Clear instructions on what type of activities they may or may not do
- A review of all safety precautions and the proper use of safety equipment
- A demonstration to young people of the tasks they will undertake, with proper feedback on correcting behavior that could endanger themselves and/or others
- Provide clear instructions for using particular tools and prohibit those under the age of 18 from performing any dangerous tasks

### **SAFETY CONSIDERSTIONS**

- Maintain a well-stocked first aid kit on site
- Routinely check contents of kit to ensure that perishable items have not expired
- Ensure that all chaperons know location of kit and how to properly use all first aid supplies
- Include: bandages, gauze, cold packs, medical tape, protective gloves, antibacterial cream, bee sting kit (Benedryl™ or Epi-Pen)
- Maintain a well-stocked first aid kit in vehicles while traveling (see TRANSPORTATION section)
- Make sure that all chaperons know location and phone number of nearest hospital/emergency treatment center
- Have access to a telephone to contact emergency medical assistance
- Keep copies of completed medical releases readily available in case of emergency
- Use appropriate safety equipment (gloves, goggles)

## Additional Resources for Safe Environment

### Bereavement Support Groups for Children & Adolescents

1. Bereavement Support Groups for Children & Adolescents
  - Compassionate Friends for assisting children/siblings- Bereavement at Ronald McDonald House – (302)376-0300
  - Supporting KIDDS – Kids Involved in Death, Divorce, and Separation – (302)658-5433
2. Catholic Charities
  - Wilmington – (302)656-0651
  - Dover – (302)674-1600
  - Georgetown – (302)856-9578
  - Salisbury, MD – (410)749-1121

The following Pamphlets & Services Available (also available in Spanish) are available from Catholic Charities:

- AIDS – A Christian Response – Family Resource Center (302)655-9624
  - Addictions Outpatient Treatment for Adults
  - Addictions Outpatient Treatment for Children and Adolescents
  - Are You Pregnant and Feeling Scared?–Thinking About Abandoning Your Baby?
  - Parenting Skills Group
  - Safe Arms for Babies – 1(800)262-9800
  - Support for Sexual Abuse Survivors Group (pamphlet included in manual)
  - Tips for Teens – About Inhalants
  - When Does Life Begin?
  - Why Do Teens Say Yes to Sex?
  - Visually Impaired Fund
3. Delaware Helpline for Referral for Delaware State Services 1(800)464-4357
  4. Office of Prevention Resource Clearinghouse (302)892-4505

To obtain the following pamphlets (available in Spanish) as well as other topics not listed please visit the Barley Mill Plaza, Building 18 (pamphlets available in Spanish) 4417 Lancaster Pike, Wilmington, DE 19805

- About Anger
- About Adults Abused as Children
- About Alcohol, Child Abuse and Child Neglect
- About Children with Special Needs
- About Child Safety
- About Preventing Youth Violence in Your Community
- About Teens and Stress
- About Your Child's Emotional Health

- Alcohol, Other Drugs, and Driving
  - Anyone Can Get AIDS
  - Children and Guns
  - Child Neglect
  - Depression
  - How to Develop Your Decision-Making Skills
  - Learn About Diversity
  - Learn About You, Your Child and School Readiness
  - Never Shake a Baby
  - Parents and Stress
  - Raising Your Grandchild
  - Youth Violence – You Can Help Prevent It
5. State of Delaware Website – [www.state.de.us.attgen](http://www.state.de.us.attgen).
  6. State of Maryland Website – [www.dhr.state.md.us](http://www.dhr.state.md.us)
    - General Information line – 1-(800)-332-6347
    - TTY for Hearing Impaired – 1-(800)-925-4434
    - Information available in Spanish as well as multiple other languages
  7. Websites for Health Information for parents
    - Christiana Care Health Systems – [www.christianacare.org](http://www.christianacare.org)
    - DuPont Hospital for Children – [www.kidshealth.org](http://www.kidshealth.org)
    - St. Francis Hospital – [www.stfrancishealthcare.org](http://www.stfrancishealthcare.org)
  8. Websites for Dealing with Terrorism and War as well as General Emotional Health Issues for Children and Adolescents
    - [www.aacap.org](http://www.aacap.org) – American Academy of Child and Adolescent Psychiatry
    - [www.aap.org](http://www.aap.org) – American Association of Pediatrics
    - [www.apa.org](http://www.apa.org) – American Psychological Association
    - [www.cbconf.org](http://www.cbconf.org) – Christian Brother’s Conference – Lesson Plans on Peace and Justice that can be adapted for Elementary as well as Secondary
    - [www.channelonenews.com](http://www.channelonenews.com) – Channel One News – News Site for Children that provides the Latest Updates on the War
    - [www.disciplesnow.com](http://www.disciplesnow.com) – Wonderful Links and Information Geared towards Teens
    - [www.familyeducation.com](http://www.familyeducation.com) – Family Education – Talking to Children About War
    - [www.naeyc.org](http://www.naeyc.org) – Discussing the News with 3 to 7 year-olds: What to Do?
    - [www.nccbuscc.org](http://www.nccbuscc.org) – Bishops Conference Resources for Lesson Plans on Peace
    - [www.nccev.org](http://www.nccev.org) – Guides for Teachers and Parents (in Spanish and English) Talking to Children About War – Highly Recommended – downloadable resources/developmental guides
    - [www.nfcym.org](http://www.nfcym.org) – National Federation of Catholic Youth Ministry
    - [www.npin.org](http://www.npin.org) – Media Violence and Young Children

- [www.npin.org/pnews/1999/pnew599/int599e.html](http://www.npin.org/pnews/1999/pnew599/int599e.html) – More Chills than Thrills: Protecting Children from Frightening Mass Media
- [www.pbs.org](http://www.pbs.org) – Public Broadcasting Service – Highly Recommended Especially for Parents of Children in Elementary School
- [www.smp.org](http://www.smp.org) – St. Mary’s Press Prayers, Lesson Plans, and Pastoral Guides
- [www.talkingwithkids.org](http://www.talkingwithkids.org) – Talking with Your Children about the News

Other Resources:

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## FORM A: ANNUAL CONSENT AND RELEASE



**DIOCESE OF WILMINGTON**  
**PARISH/INSTITUTION ANNUAL PARENTAL CONSENT AND RELEASE FORM**  
**PARISH/INSTITUTION \_\_\_\_\_**

*(to be typed or written on master copy)*

**Personal Information**

Name of Participant			
Address			
City	State:	Zip:	
Home Phone	Work Phone (Parent):		
Date of Birth	Age:	School:	Grade:
Parent E-Mail	@ .		

**Medical Information**

Family Doctor		Phone:	
Insurance Info	Provider:	Policy #	Acct./ID#

- \*  Yes  No Has the young person ever been seen by a heart specialist for a heart problem/condition?
- \*  Yes  No Has the young person had a broken bone in the past six (6) months?
- \*  Yes  No Has the young person had surgery in the past six (6) months?
- \*  Yes  No Is the young person currently taking prescribed medication(s) that could inhibit strenuous physical activity?
- \*  Yes  No Is the player allergic to bee stings?
- \*  Yes  No Does the player have asthma?

*\*If you answered 'yes' to any of the above, it is the responsibility of the parent/guardian to check with parish/institutional representatives to ensure those items \*ed above will not endanger the young person.*

Current Medications:	
Medicinal Allergies:	
Limitations:	

If necessary for my child, the group leader is permitted to administer the following over the counter medications to my child *(please be specific and use brand names as only these medications will be administered)*: \_\_\_\_\_

**I hereby give my consent** for the above named individual to participate in the above named parish/institution youth activities during the current program year. As parent/guardian, I understand that promotional pictures (individual and group) will be taken during some events. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc.) in highlighting the events of this institution or events sponsored by the Diocese of Wilmington. I understand, however, that the above named parish/institution has no control over the use of photograph or film taken by media or private vendors that may be covering events. **I authorize** responsible personnel to obtain proper medical treatments should it become necessary. Excluding intentional, deliberately-inflicted and illegally caused injuries, **I further agree**, in consideration of the above named parish's sponsorship of beneficial youth programs, to release the above named parish, the Catholic Diocese of Wilmington, and all of their employees, directors, administrators, youth ministers and volunteers from all legal liability for accidental injuries suffered by my child as a result of participation in athletic activities, or travel to and from any youth event. Providing, however, that recourse is reserved to seek damages, medical and hospital expenses, and court costs for any such accidental injuries to my child incurred during a scheduled event from any liability insurance carrier within the limits of its liability policy. **I affirm** that the information above is true and correct.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Relationship to Participant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FORM B: EVENT SPECIFIC CONSENT AND RELEASE WITH GUEST**



**Diocese of Wilmington  
Parish/Diocesan Institution Trip/Event  
Consent and Release**

My child (*please print full name*) \_\_\_\_\_ has my permission to attend \_\_\_\_\_ to be held at \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

I understand that the participants will travel via \_\_\_\_\_ to/from the event venue. The Office for Catholic Youth Ministry/parish is not responsible for transportation to or from the event (if applicable).

I hereby give my permission for \_\_\_\_\_ to attend said event and I understand that my child will be chaperoned by responsible adults and that he/she will be expected to abide by all rules stated in the Diocese of Wilmington Code of Conduct as well as any additional rules as stated by the Office for Catholic Youth Ministry.

As parent/guardian, I understand that promotional pictures (individual and group) will be taken during this event. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc.) in highlighting the event.

By my signing this, I release CYM Staff, The Office for Catholic Youth Ministry, additional chaperons, and the Diocese of Wilmington from any and all liabilities and waive all claims against them. I also give my permission for the aforementioned event coordinator and other qualified adults to obtain proper medical treatment for my child should it become necessary.

\_\_\_\_\_ Insurance Carrier/Policy Number

\_\_\_\_\_ Insurance company address

\_\_\_\_\_ Insurance company phone number

\_\_\_\_\_ Medication taken on a regular basis

\_\_\_\_\_ Medication taken within last two weeks

\_\_\_\_\_ Emergency Contact Name/Phone Number

If necessary for my child, the group leader is permitted to administer the following over the counter medications to my child (*please be specific and use brand names as only these medications will be administered*): \_\_\_\_\_

\_\_\_\_\_ Signature of Parent of Minor

\_\_\_\_\_ Date

# FORM B: EVENT SPECIFIC CONSENT AND RELEASE



**Diocese of Wilmington  
Parish/Diocesan Institution Trip/Event  
Consent and Release**

My child (*please print full name*) \_\_\_\_\_ has my permission to attend \_\_\_\_\_ to be held at \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

I understand that the participants will travel via \_\_\_\_\_ to/from the event venue. The Office for Catholic Youth Ministry/parish is not responsible for transportation to or from the event (if applicable).

I understand that my child will be chaperoned by responsible adults and that he/she will be expected to abide by all rules stated in the Diocese of Wilmington Code of Conduct as well as any additional rules as stated by the Office for Catholic Youth Ministry.

As parent/guardian, I understand that promotional pictures (individual and group) will be taken during this event. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc.) in highlighting the event.

By my signing this, I release CYM Staff, The Office for Catholic Youth Ministry, additional chaperons, and the Diocese of Wilmington from any and all liabilities and waive all claims against them. I also give my permission for the aforementioned event coordinator and other qualified adults to obtain proper medical treatment for my child should it become necessary.

\_\_\_\_\_ Insurance Carrier/Policy Number

\_\_\_\_\_ Insurance company address

\_\_\_\_\_ Insurance company phone number

\_\_\_\_\_ Medication taken on a regular basis

\_\_\_\_\_ Medication taken within last two weeks

\_\_\_\_\_ Emergency Contact Name/Phone Number

If necessary for my child, the group leader is permitted to administer the following over the counter medications to my child (*please be specific and use brand names as only these medications will be administered*): \_\_\_\_\_

\_\_\_\_\_ Signature of Parent of Minor

\_\_\_\_\_ Date

### FORM C: ATTENDANCE RECORDS

Event Name	Event Date	Event Contact Person	
Participant Name		Arrival Time	Departure Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Duplicate as needed – Page \_\_\_\_ of \_\_\_\_

### FORM D: EMERGENCY CONTACT SHEET

Event Name	Event Date	Event Contact Person	
Participant Name	Emergency Contact	Phone #	Alt. Phone #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Duplicate as needed – Page \_\_\_\_ of \_\_\_\_

## FORM E: MOTOR VEHICLE ACCIDENT REPORT

The information recorded in this kit is critical to the accident investigation process. Please take the time to fill out all sections with as much detail as possible.

1. STOP. Help injured persons get medical assistance.
2. Get the names of owners and drivers involved, name of their insurance company, driver's license numbers, registration numbers of cars involved, names and address of all occupants.
3. Detach Courtesy Information cards, ask witnesses to fill out and return to you.
4. Remember locations of cars or pedestrians involved in the accident, both prior to its occurrence and afterward, so that you will be able to draw a diagram.
5. Express no opinion as to whom was at fault. Give no information except as required by the authorities. Sign no statement for anyone except as required by authorities.
6. When an accident occurs locally, contact your supervisor who will then notify the agent.

7. Ascertain from local police what accident reports are required of you.
8. Your interest will be served best if you are courteous and engage in no controversy at the scene of the accident but leave the entire handling of the claim to the insurance representative.

### ACCIDENT REPORT: YOUR VEHICLE

Your name \_\_\_\_\_  
 Phone number \_\_\_\_\_  
 Driver's Lic. No. \_\_\_\_\_  
 Lic. Plate No. \_\_\_\_\_  
 Make of Vehicle \_\_\_\_\_ Model \_\_\_\_\_ Yr. \_\_\_\_\_  
 ACCIDENT:  
 Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM  
 Place of Accident \_\_\_\_\_  
 \_\_\_\_\_  
 Vehicle Speed \_\_\_\_\_ Direction  N  E  S  W  
 CONDITIONS:  
 Pavement  Dry  Wet  Ice  Snow  
 Weather \_\_\_\_\_  
 Visibility \_\_\_\_\_  
 Traffic Control  Lights  Sign  None  
 Police Investigation  Yes  No Report # \_\_\_\_\_  
 Police  City  County  State  Other  
 Summons Issued  Yes  No

### OTHER VEHICLE

Driver's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Driver's Lic. No. \_\_\_\_\_  
 Lic. Plate No. \_\_\_\_\_  
 Make of Vehicle \_\_\_\_\_ Model \_\_\_\_\_ Yr. \_\_\_\_\_  
 Owner \_\_\_\_\_  
 Ins. Co. \_\_\_\_\_  
 Vehicle Speed \_\_\_\_\_ Direction  N  E  S  W

### OTHERS INVOLVED IN ACCIDENT

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 In  Your vehicle  Other vehicle  Pedestrian  
 Injured?  No  Yes,  
 Describe \_\_\_\_\_  
 \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 In  Your vehicle  Other vehicle  Pedestrian

**Courtesy Information Card**

*Comments:(Please describe what you saw)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please fill out and return to the driver.*

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Did you see the accident?  Yes  No

Were you in one of the vehicle involved?

Yes  No

Did anyone appear injured?  Yes  No

*(Please Comment on Reverse Side)*

**Courtesy Information Card**

*Comments:(Please describe what you saw)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please fill out and return to the driver.*

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Did you see the accident?  Yes  No

Were you in one of the vehicle involved?

Yes  No

Did anyone appear injured?  Yes  No

*(Please Comment on Reverse Side)*

Diagram your vehicle "A", other vehicle "B"

**DESCRIBE WHAT HAPPENED:**

**Property Damage (Other Than Vehicles)**

Owner\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone Number\_\_\_\_\_

What was damaged? \_\_\_\_\_

\_\_\_\_\_

Location of property\_\_\_\_\_

\_\_\_\_\_

Driver's Signature\_\_\_\_\_

### FORM F: EVENT EVALUATION FORM

Date of Event: _____	Event Name: _____
Contact Person: _____	Person Evaluating: _____
# of Participants _____(Youth) _____(Adults)	
Grades of Participants <input type="checkbox"/> Jr. High <input type="checkbox"/> Sr. High <input type="checkbox"/> Other:	
<b>Cost per Participant</b> \$ _____	Total Collected:            \$ _____
Amount	Description
<b>Cost of Event:</b> \$ _____	
\$ _____	
Names of Chaperons:	
1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Time of Event      Begin: \_\_\_\_\_      End: \_\_\_\_\_

Method of Transportation:  
(if applicable) \_\_\_\_\_

Overall Rank:       Great             Good             Poor

<b>Comments:</b>

## FORM G: CODE OF CONDUCT FOR YOUTH

### DIOCESE OF WILMINGTON CODE OF CONDUCT FOR YOUTH PARTICIPATING IN PARISH EVENTS



This Code of Conduct is a general list of rules and regulations for Parish Events. Some of these may not be applicable at all events and the Event Coordinator (in most cases, the youth minister) should make necessary additions or adjustments.

1. The use of drugs, tobacco, alcohol, fireworks, matches, cigarette lighters, or items that would endanger people, pets, wildlife, or property are strictly prohibited.
2. Clothing should be appropriate. This prohibits short shorts, tank tops, baggy pants, and any reference to tobacco or alcohol products including insignias or advertisements.
3. Language and behavior should exemplify Christian values.
4. Participants are expected to respect the rights and property of others. Neither vandalism nor stealing will be tolerated. Financial obligations that result from such behavior will be the sole responsibility of the youth and his/her family.
5. If this event is an overnight event, males and females are not to be in each other's sleeping areas without a chaperon.
6. If applicable, you must wear your nametag at all times.
7. No participants are permitted to leave the premises without the expressed permission of the event coordinator.
8. Radios, boom boxes, CD players, and video games are not permitted, unless otherwise noted.
9. Food and drinks are only to be consumed in designated areas.
10. No participants are allowed to ride in a car with another participant to, from, or during an event unless expressed written permission has been given by a parent/guardian to the coordinator.

I have read the foregoing and understand the **Code of Conduct** for participants and will abide by them. In addition, I will abide by all directions given me by the coordinator and adult chaperons. I also understand and agree that my parents or guardians will be notified at the time of any infraction requiring my dismissal from the event and that I will be sent home at the expense of my parents or guardians.

**Signature of Participant** \_\_\_\_\_ **Date** \_\_\_\_\_

I agree that my child is expected to abide by all rules and regulations as outlined in the Code of Conduct. I agree that if my child fails to abide by this code or engages in any infraction that is deemed by the coordinator to be inappropriate, he/she will be dismissed from this activity and sent home at my expense with no right of reimbursement.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Phone # where Parent/Guardian can be reached during the event: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### FORM H: INJURY/INCIDENT REPORT

#### DIOCESE OF WILMINGTON



Parish/School: \_\_\_\_\_

Name of injured participant:  
\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Birth date: \_\_\_\_\_ Grade: \_\_\_\_\_

#### Injury/Incident occurred:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Name of activity: \_\_\_\_\_

Name and title of Event Coordinator (Please print):  
\_\_\_\_\_

**Nature of injury:** (Please fully indicate what part of body was injured, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What happened?** (Be specific in all details):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Was a doctor seen?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

## Task Force for Safe Environments

### Committee Roster

Patrick Donovan, Co-Chair  
Diocesan Director  
Office for Catholic Youth Ministry  
Diocese of Wilmington

Coleen O'Connor, Co-Chair  
Program Coordinator  
First State School

Sr. Suzanne Donovan, S.C.  
Director of Human Resources  
Diocese of Wilmington

Terry Fitzpatrick  
Director, Clarence Fraim  
Boys and Girls Club of Delaware

Julio Ramirez  
DuPont Corporation

Darryl Simms, M.A., Ed. S.  
Certified School Psychologist

Anthony Albence  
Training Specialists  
Office for Catholic Youth Ministry  
Diocese of Wilmington

Helena Carter, Psy.D.  
Clinical Psychologist

Edward P. Gargiulo  
Chairman  
National Catholic Committee on Scouting

Kate FitzPatrick, RN MSN  
Trauma Clinical Programs Administrator  
Division of Traumatology & Surgical Critical Care  
University of Pennsylvania Medical Center