



CATHOLIC DIOCESE OF PEORIA, IL

YOUTH TRIPS INVOLVING OVERNIGHT STAY GUIDELINES / INSTRUCTIONS

2022-2023

Many of today's activities for youth involve activities located outside of the city in which you reside. These trips provide a fun way to keep kids involved with the church; however, certain risk management sets should be taken to help reduce the potential for liability exposure for the churches, schools and Diocese of Peoria, IL. This document is intended to be a resource for the leadership of youth trips to help you be successful and to be able to enjoy your trips as planned.

PREPARING FOR THE TRIP

1. If possible, the designated leader should make an advance visit to the area to assist in foreseeing any potential risks that may be encountered during the trip. Any foreseen or unforeseen problems should be carefully planned for in advance. The safety and security of all participants should be carefully assessed. Some areas to keep in mind are: Will additional security need to be provided onsite? What is the distance to the nearest medical facility? What medical services are available? Will the participants require additional vaccinations depending upon the location of the trip?
2. Create a plan of action to respond to any emergency. Even the worst-case scenario should be thought through to plan a response.
3. Confirm there are adequate facilities for housing all of the participants of the group in one location, including all adult chaperones.
4. Two common reasons parents decide to take legal action if their child is injured are a lack of communication and the element of surprise. If participants are minors, parents need to be informed in writing with all details regarding the trip. This would include but not be limited to the following:
 - a. Type of activities they will be participating in
 - b. Cost (if any)
 - c. Departure and arrival dates and times
 - d. Location and contact information where to be reached in case of emergency
 - e. Names of chaperones
 - f. Mode of transportation
 - g. Accommodations
 - h. Parent/Legal Guardian Responsibility
5. A waiver of all claims against the Diocese of Peoria and/or the parish/school for injury, accident, illness, or death occurring during or by reason of the activity should be obtained from all parents/guardians of each participant under 18.
6. All individuals 18 and older also need to complete a waiver of all claims which includes a medical release portion.
7. All adult chaperones must follow Diocese of Peoria requirements to comply with Safe Environment Training including a criminal background check, CANTS form, and completing the Safe Environment Training online at <https://Peoria.cmgconnect.org>.
8. Arrange a meeting with all participants and parents/legal guardians (if participant is a minor) to fully explain all details of the trip clearly and specifically as well as answer any questions they may have. Written behavior standards should be distributed to each participant requiring signatures to indicate



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they have read and understand what is expected of them. It should be mandatory that at least one parent/guardian attend this meeting with the participant.

9. Chaperones should be given a copy of the Chaperone Guidelines.
10. Participants should be reminded to bring along any prescription medications or other health items used such as allergy medications or contact solutions.

DURING THE TRIP

1. Proper supervision must be provided at all times. What is considered “proper” could vary according to the age of participants and the type of activity. The greater ratio of supervision, the better.
2. Participants should be divided into smaller groups with a designated adult leader. A binder with medical release forms and emergency contact names/numbers for each individual should be carried by the designed group leader at all times in case an injury occurs. This should include the chaperone information as well.
3. Participants should dress appropriately as required by the event and as a representative of their parish/school and Diocese.
4. Be aware of the conditions of local tap water. Boiled or bottled water as well as bottled or canned beverages are safest.

TRANSPORTATION

Commercial carrier or contracted transportation is the most desirable method to be used and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used, no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the Diocese of Peoria, IL. All contracts **MUST** be approved prior to signing by Diocese of Peoria, Legal Department. Contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 (\$2 million) CSL (Combined Single Limit).

DO NOT ALLOW 11-15 PASSENGER (INCLUDING DRIVER) VANS TO BE USED FOR TRANSPORTATION.

If a vehicle will be leased, rented, or borrowed to transport participants, appropriate insurance should be obtained. Coverage can be purchased through the rental company or contact Andrew Hagemann for possible coverage.

COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.

1. The driver must be 25 years of age or older.
2. The driver must have a valid, non-probationary driver’s license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid current registration and license plates.



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4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

Each driver must complete the Driver Information Sheet prior to the trip. It is also recommended that an MVR (motor vehicle record) be obtained prior to the trip as well. Each driver must also complete the online line training through <https://Peoria.cmgconnect.org> titled *Driving Requirements – Peoria* if they have not already done so. Each driver and/or chaperon should be given a copy of the approved itinerary including the route to be followed and a summary of responsibilities.

With the exception of commercial or contracted transportation, the daily maximum miles driven should not exceed 500 miles per vehicle. Also, the maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30-minute break. REMEMBER, using private passenger vehicles is **NOT** the preferred method of transportation.

MEDICATIONS

Self-medication by children is not recommended while on any church/school sponsored activity. It is recommended that one of the chaperones on the trip be in charge and have custody of all medications (prescription and over the counter) for all children on the trip. This responsibility is detail-oriented and extremely important. While these procedures were designed for schools, we recommend you apply these steps and controls to your trip. Parents need to provide a complete list of medications taken by their child. This should include the prescription number (if applicable), quantity received, drug strength, expiration date and dosage schedule.

For over-the-counter medications, they should provide the name of medication, quantity received, drug strength (e.g., 250 mg), expiration date, and dosage. A log should be kept for dispensing the medication including the date, time and signature as the medication(s) are administered, starting with the number of pills received.

NOTE: We **DO NOT** recommend you administer shots of any kind! Children needing this type of medication (e.g., insulin) are fully training in this process and you are only to observe their administration of the shot to be sure the medication has been delivered.

If you have a child who is allergic to bee stings or suffer from peanut or other food allergies, it is recommended you have an epinephrine stick on hand at all times on the trip. Be sure that all chaperones have been training on how to use this device and are comfortable with its use. In case of a severe allergic reaction, seconds are important to successful treatment.

ACCIDENT REPORT FORM:

This form should be filled out completely as soon as possible after any accident/injury occurs. It is best to complete this form while all of the details, including conditions and witnesses, are still fresh in your minds.



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**YOUTH TRIPS INVOLVING OVERNIGHT STAY
PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

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Participant's name: _____

Date of birth: _____ Gender: Male Female

Parent/Guardian's name: _____

Home address: _____
(Address) (City) (State) (Zip Code)

Primary phone: _____ Secondary phone: _____

I, _____, grant permission for my child, _____
(Parent or guardian's name) (Child's name)

to participate in this parish/school event that requires transportation to a location away from the parish/school site. This activity will take place under the guidance and direction of the parish/school employees and/or volunteers from

(Name of Parish/School, City)

A brief description of the activity follows:

Type of event: _____

Destination of event: _____

Individual in charge: _____

Date of departure: _____ Date of return: _____

Estimated time of departure: _____ Time of return: _____

Mode of transportation to and from event: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above-named minor ("participant"). If understand if my child's conduct is not appropriate or an infraction of the rules requiring my child's dismissal, I am responsible for my child's remove from the premises and any costs involved.

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, agree to release, forever

discharge and to indemnity and hold harmless and defend _____
(Name of Parish/School, City)

and the Diocese of Peoria, IL its officers, directors, agents, employees, chaperones, representatives, or volunteers associated with the event, from any claim arising from or in conjunction with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish/school, its offices, directors and agents, and the Diocese of Peoria, IL, its employees and agents, chaperones, or representatives associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against the them as a results of such injury or damage, unless such claim arises from the negligence of the parish/school or the Diocese of Peoria, IL.

Parent/Guardian Signature: _____ Date: _____



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YOUTH TRIPS INVOLVING OVERNIGHT STAY MEDICAL MATTERS

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MEDICAL MATTERS: I hereby warrant that to the best of my knowledge; my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name: _____ Relationship: _____
Primary phone: _____ Secondary phone: _____
Family doctor: _____ Phone: _____
Family Health Plan Carrier: _____ Policy #: _____
Signature: _____ Date: _____

OTHER MEDICAL TREATMENT: In the event it comes to the attention of the parish/school, its officers, directors and agents, and the Diocese of Peoria, IL, chaperones, or representatives associated with the activity, that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called as soon as it is reasonably possible.

Signature: _____ Date: _____

MEDICATIONS: My CHILD IS TATING MEDICATION AT PRESENT. My child will bring all such medications necessary and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows: _____

Signature: _____ Date: _____

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: _____ Date: _____

I hereby grant permission for non-prescription medication (i.e., non-aspirin products such as acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child if deemed appropriate.

Signature: _____ Date: _____



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SPECIFIC MEDICAL INFORMATION: The parish/school will take reasonable care to see that the following information will be held in confidence:

Allergic reactions (medications, foods, plants, insects, etc.):

Immunizations: Date of last tetanus/diphtheria immunization: _____

Does child have a medical prescribed diet?

Does child have any physical limitations?

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting?

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, flu, COVID-19, etc.? Is so, list date and disease or condition:

You should be aware of these special medical conditions of my child:

Signature: _____

Date: _____



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YOUTH TRIPS INVOLVING OVERNIGHT STAY PARTICIPANT CODE OF BEHAVIOR / PUBLICITY

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CODE OF BEHAVIOR

As a participant you are representing the Parish and/or School during this trip and we expect you will represent their Parish and/or School well. We expect that as a participant you will display mature and responsible behavior, which for many years has been the trademark of Catholic youth, young adults, and adults of the Diocese of Peoria.

Some expectations:

1. All participants are expected to arrive on time.
2. All participants are expected to demonstrate common courtesy and respect at all times. Inappropriate language/behavior will **NOT** be tolerated.
3. Socializing should always be done in public areas with chaperones present.
4. Dress should reflect the value of modesty and be appropriate for the event. Writing on clothing should reflect Christian values.
5. The possession or consumption of alcoholic beverages is **NOT** permitted.
6. The possession or use of any illegal drug is **NOT** permitted.
7. Smoking or vaping is **NOT** permitted
8. Weapons and/or drug paraphernalia is **NOT** allowed.
9. If under age 18, prescription drugs need to be given to an adult chaperone for storage and distribution.
10. Do **NOT** take any excursions or unscheduled side trips.
11. Any infraction of these rules can mean immediate dismissal with no refund. Participants will be responsible to local authorities as well.

VIDEOTAPING, STILL PHOTOGRAPHS AND AUDIO RECORDINGS:

Video, audio recordings or still photographs may be taken during this trip. This authorization form constitutes permission for my child’s participation in the videotape, still photographs, and/or audio records, which may be used for future promotional efforts, including the Parish/School website and the Catholic Diocese of Peoria, IL website.

CERTIFICATION: I understand and agree to this Code of Behavior. I also understand that at the time of an infraction requiring my dismissal, I am responsible for my removal from the premises and any costs involved to return me to my home. I may also be responsible to local authorities as well.

If under age 18, I also understand and agree that my parent(s)/legal guardian(s) will be notified at the time of the infraction requiring my dismissal. My parent(s)/legal guardian(s) will be responsible for my removal from the premises and costs involved to return me to my home. I also understand that as a participant my parent(s)/legal guardian(s) may be responsible to local authorities as well for my actions.

Participant Signature: _____

Date: _____

Parent(s)/Guardian(s) Signature: _____

Date: _____