

CHAPERONE RESPONSIBILITIES

for

OVERNIGHT TRIPS

Supervision

- ❖ Make sure that you have a copy of participants, other chaperones and trip leader's phone numbers.
- ❖ Make sure minors are present on bus or other means of transportation. Take roll each time they board transportation.
- ❖ Wake minors in order to have them ready on time for departures, consider preparation time and facilities.
- ❖ Make sure minors understand daily itinerary. Repeat and post often.
- ❖ Be aware of suspicious behavior that might involve breaking the rules.
- ❖ Do not tolerate rude, obnoxious behavior from minor; make corrections appropriately.
- ❖ Make sure that minors are in their room at curfew. Follow monitoring plan as set forth by the trip leader.
- ❖ See that minors are properly dressed at all times. Corrections should be made by chaperones of the same gender.
- ❖ Minors or chaperones must not leave the group without authorization.
- ❖ The trip leader must be notified of any medical or discipline issue that occurs on the trip.
- ❖ Any disclosures made by a minor to a chaperone that indicates that the minor is in danger, or is in danger of harming himself/herself or others must be reported to the trip leader as soon as possible.
- ❖ Youths' rooms may be searched at any time with or without permission.
- ❖ Check hotel rooms/event area/etc. for any damage or things left behind.

Personal Behavior

- ❖ Adult contact with a minor should always occur in a public place.
- ❖ The "buddy system" should be used by chaperones making sure that two adults are present at all times.
- ❖ Do not touch a minor in anger, nor use physical contact as a means of discipline.
- ❖ Speak respectfully and use appropriate language when working with minors.
- ❖ Dress appropriately and modestly around minors.
- ❖ Do not change clothes in the same room or in view of minor.
- ❖ Driving alone with a minor should be avoided at all times.
- ❖ Sexual overtures made to a chaperone by a minor or by a chaperone to a minor must be reported to the trip leader.

** In addition to the above reminders, chaperones must also follow the Archdiocese of Mobile's Children and Adolescents Protection Program, the Electronic Communication Policy and the Youth Travel/Activities Policy.