



CATHOLIC DIOCESE OF WICHITA

Office of the Bishop

424 N. BROADWAY | WICHITA, KANSAS 67202

SAFE ENVIRONMENT POLICY **Catholic Diocese of Wichita, Kansas**

The following Guidelines are implemented to ensure maximum safety and security for all participants at all activities, field trips or other events of the Catholic Diocese of Wichita, including its member parishes, schools, and diocesan entities, where persons under the age of 18 ("youth") are involved. These Guidelines apply regardless of whether the event takes place on or off church/school/diocesan entities premises.

A. Chaperones

- 1. Requirements.** A "Chaperone" is an adult at least 21 years of age who has been VIRTUS trained, whose background has been checked by the diocesan parish, school or diocesan entity, and who has acknowledged receipt of the Diocese of Wichita Code of Conduct and Suspected Abuse of Children Policy. Adults aged 18-20 may not be a Chaperone, but should be encouraged to "shadow" a Chaperone for future service as a Chaperone.

Other adults (18 years of age or older, but not a "Chaperone" for an activity) may be present during an activity if they have been VIRTUS trained, background checked by the diocesan parish, school or diocesan entity, and have acknowledged receipt of the Diocese of Wichita Code of Conduct and Suspected Abuse of Children Policy.

Diocesan employees working with other youth must be at least 16 years old. A Chaperone or other adult must be present when a Diocesan employee under the age of 21 is working with or around youth.

- 2. Coed Events.** Whenever possible, both male and female Chaperones should be present for co-ed events and field trips. Overnight events with co-ed youth require both male and female Chaperones.
- 3. Alcohol.** No alcoholic beverages may be consumed by any individual at a youth event or youth activity. A Chaperone, when acting in the capacity of a Chaperone, may not consume alcoholic beverages at any event where youth are volunteering.
- 4. Dress.** Chaperones must always dress in keeping with modesty and Christian values.

"Put your gifts at the service of one another." 1 Peter 4:10

- 5. Minimum Number.** Two or more Chaperones must be present at any event involving youth. In the event that two Chaperones are not available, the event must be cancelled. Further, the number of Chaperones-to-youth at an event are as follows:

Diocesan School Classroom setting:	1:28	Employee/volunteer at least 21 years of age required to be present 2 nd Adult present within 5 minutes
Classroom setting/Presentation, Coaching/Practice	1:28	Minimum 2 Adults
Non Classroom setting-on site:	1:10	Minimum 2 Adults
Non Classroom setting-off site:	1:8	Minimum 2 Adults
Overnight Trip:	1:8	Minimum 2 Adults
High School Field Trip-off site:	1:14	Minimum 2 Adults

- 6. Events Involving Transportation of Youth.** The following are requirements for Chaperones driving youth:

- a. Valid driver's license and vehicle registration
- b. Proof of insurance (\$100,000/\$300,000)
- c. Up to date, signed volunteer driver form on file
- d. No D&A convictions while driving in the last 3 years, and not more than one in the last 7 years
- e. No more than three moving violations or accidents in the last three years
- f. Chaperones driving youth must be at least 21 years of age, and preferably at least 25 years of age
- g. Refrain from using cell phone or other electronic device while operating the vehicle

Whenever possible, 2 Chaperones should be present in a vehicle when transporting youth. If this is not possible, there should be:

- a. A minimum of 2 youth present with 1 Chaperone; and
- b. Drivers should proceed by caravan and go directly to the destination with no detours; and
- c. All drivers should take the same route and once at the destination a minimum of 2 Chaperones is required.

B. Additional Guidelines for Events and Activities off Parish/School/Ministry

Property and Overnight Events. In addition to the above, the following must be observed for all off-site and overnight activities:

- 1. Parental Permission/Medical Treatment Form/Waiver and Release.** Signed parental/guardian permission and medical treatment forms from the diocesan parish, school or diocesan entity must be obtained before taking youth to any

activity off parish/school/ministry property, even when youth provide their own transportation to the location. The Chaperone must have a copy of such forms for each youth in his/her custody. An additional copy must remain at the parish/school/ministry along with a list of all participants at the event. Medication of any kind must not be administered to any youth without parental consent. Chaperones/other adults must complete and submit a "Waiver and Release" form for all off-site events.

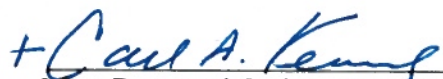
2. **Assignment.** Youth will be assigned to a specific Chaperone who will monitor and supervise the youth's behavior throughout the off-site activity. Youth will be respectful of the guidance of all Chaperones, or will be sent home. Both Chaperones and youth will attend all activities with the entire group.
3. **Group Activities.** Chaperones/other adults and youth must consider all activities to be group events and endeavor to remain in a group at all times throughout the event. Chaperones must be provided with information to review with all other adults and youth participants to help familiarize them with the program schedule and facility layout where event activities take place. Interactions between Chaperones/other adults and youth should be in an area that can be observed by another Chaperone.
4. **Overnight Events.** During overnight events, special care must be taken to ensure the safety of youth:
 - a. Chaperones/Diocesan employees and other adults must not be alone with youth in a sleeping facility, restroom, dressing facility, locker room, shower facility, other closed room, or isolated area at any time.
 - b. Separate sleeping quarters for youth and Chaperones/Diocesan employees and other adults and for males and females is required.
 - c. In dormitory settings (6 or more youth), if separate sleeping quarters are not available for adults, a minimum of 2 Chaperones/Diocesan employees must be present.
 - d. If any adult must enter a sleeping area where one or more youth is present, a second Chaperone/Diocesan employee must be present.
 - e. Prolonged interaction with youth must not be held in sleeping quarters.
 - f. Chaperones/Diocesan employees must check rooms on a regular basis after curfew to ensure that youth are located in, and remain in, their rooms.


November 2018
Revised April 2019

Decree of Promulgation

By my authority as Bishop of the Diocese of Wichita, I promulgate this document as particular law for the Catholic Diocese of Wichita, Kansas, effective the date of my signature, all other diocesan statutes, policies and guidelines notwithstanding.

Given at Wichita, Kansas this 3rd Day of April, 2019.


Most Reverend Carl A. Kemme, D.D.
Bishop of Wichita


Reverend Michael M. Simone
Chancellor

