

Archdiocese of Saint Paul and Minneapolis ***Youth Ministry Guidelines***

Employee, Adult Volunteer and Youth Participant
PCYI Requirements, General Guidelines and Boundaries Expectations

Introduction

The Archdiocese of Saint Paul and Minneapolis has both an *Employee Code of Pastoral Conduct* and a *Volunteer's Code of Conduct* online at: www.archspm.org. Beyond these two documents, there is also a third edition of the Archdiocese's sexual misconduct policy, *Restoring Trust: With God All Things Are Possible* that may also be found at the above website.

PCYI Essential 3 Requirements:

- All employees and volunteers will participate in background checks or reference check procedures, as required by the Archdiocese of Saint Paul and Minneapolis. Many youth organizations are now expecting youth participants to also have a letter of reference from a school authority.
- All employees and adult volunteers will attend the adult safe environment (VIRTUS) awareness session. Youth participants will participate in the annual PCYI lessons, as required of all active parish youth and Catholic school students.
- All employees, volunteers and youth participants will read and sign the appropriate code of conduct forms. These need to be reviewed and signed annually.

When participating in events sponsored by National Federation for Catholic Youth Ministry (NFCYM), parishes and schools may use NFCYM's adult and youth codes of conduct. NFCYM's entire policy, "Safeguarding God's Children: NFCYM Policies for Protecting Young People" is available online at: <http://www.nfcym.org/youthprotection>.

Procedures and Forms for Leaders:

- Parent Permission Slips required for all off-site and overnight, on-campus activities – no exceptions.
- Permission Slips, Medical Information forms and Emergency Release forms need to be with the supervising adult.
- If trips/events include mission work, please remember that youth may not operate power tools and the permission slip should include a description of any known risk (ladders, for instance).
- 10 – 15 passenger vans are not covered through Catholic Mutual Group. If youth group leaders traveling out of town, find that transportation in another state includes the use of 10 – 15 passenger vans, leaders may not drive those vans (for liability purposes) and leaders need to make sure the sponsoring agency does have automobile liability insurance. The sponsoring agency must provide youth leaders with a certificate of insurance reflecting required insurance.
- Drivers need to be 21 years of age or older and fill out the *Driver information Sheet*.
- Hotel rooms should have inside doors only and rooms should be located in groups.
- Request that the hotels/motels limit use of televisions and phones, including blocking inappropriate cable channels. Rooms should be programmed so no extra television or long distance fees can be charged to the room.

- Chaperones and youth need to have separate sleeping rooms when using hotels, motels, inns, youth hostels and other facilities set up for sleeping. If large spaces are used (like gymnasiums), adult and youth spaces should be clustered separately.
- Please refer to Catholic Mutual's *Student Medications Procedures Resource* regarding the dispensing of medications to minors. The resource includes a permission slip form.
- For injuries, an *Incident Report Form* needs to be filled out for each occurrence and returned to Catholic Mutual Group
- Beyond the guidelines outlined, Catholic Mutual states that young adults 19 – 20 years of age may attend youth events but cannot be part of the adult chaperone/youth ratio.
- **The Archdiocese and Catholic Mutual strongly recommend limiting the use of internet/cell phone activities during youth events/trips.**

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General Guidelines for **Chaperones** of Youth Events and Activities
Beyond Archdiocesan Essential 3 Requirements

Chaperones: Additional Guidelines

- All youth events should be chaperoned by adults 21 years of age or older. Minimally, the initial ten or less participants need to be chaperoned by no less than two adults. For each additional one to six youth, an additional adult needs to be added. Consideration needs to be given to gender. The proportion of male and female chaperones should reflect the same proportion of youth participants. It is recommended that all adults wear badges that are designed/coded to identify the adults as having satisfied all PCYI requirements.
- When chaperoning events within secured facilities, adults should designate places and times where youth participants can locate group leaders throughout the day.
- Chaperones are expected to maintain the separation of genders in youth sleeping rooms. Chaperones should check sleeping rooms periodically after curfew. If a chaperone must enter youth sleeping rooms, a second chaperone must be present and chaperones need to be the same gender as the youth in the room being checked.
- Each chaperone should be encouraged to have a cell phone and have the group leader's cell phone number readily available.

Chaperones: Additional Expectations

- Chaperones should be familiar with and strive to achieve the objectives and guidelines of the sponsoring program.
- Chaperones need to uphold the authority of those responsible for the program or activity and assist them in any way to promote learning and full participation.
- Chaperones need to be aware of and adhere to emergency plans and evacuation routes at the facilities being used.
- Chaperones need to be responsible and/or accountable for stewardship of all resources entrusted to their care.

Chaperones: Summary of Behavioral Boundaries Expectations

- Chaperones should be familiar with the General Guidelines for Youth Attending Events and Activities
- Chaperones will avoid situations where they are alone with minors, always following the two adult rule.
- Chaperones will avoid any form of excessive familiarity, inappropriate language, or any situation and conduct that exploits or could give the appearance of exploiting another.
- Chaperones will not purchase or distribute tobacco products or alcohol to minors or any illegal drugs at all.
- Chaperones will avoid situations that would humiliate, ridicule, threaten, demean or degrade minors or other adults in the group.
- Chaperones will follow practice that consistently exhibit no tolerance for any form of abusive behavior
- Chaperones will avoid posing any known health risk to minors (i.e. no fevers or other contagious situations).

General Guidelines for Youth Attending Events/Activities Beyond Parish/School Codes of Conduct
(adapted from *Safeguarding God's Children: NFCYM Policies for Protecting Young People*)

Youth participants will:

- Project an image of Christian consideration, sensitivity, and respect to everyone and everything
- Use Christian consideration, sensitivity, and respect when using electronic devices
- Follow group leaders' rules related to electronic devices
- Project an image of Christian etiquette in their use of language, dress, and behavior
- Refrain from inappropriate touching and verbal harassment
- Respect other persons and/or property, and keep their personal belongings of value with them at all times
- Refrain from actions that could result in injury and/or damage to property
- Adhere to stated curfew
- Wear appropriate credentials in order to gain and maintain access to youth events and activities
- Be aware of noise levels in lobbies, hallways, and sleeping areas, especially later in the evenings
- Maintain the spirit of the event
- Report problems of any kind to a trusted adult

Youth participants will not:

- Possess weapons or explosive materials of any kind
- Purchase, possess, smoke or use tobacco products of any kind
- Purchase, possess, consume, or distribute alcohol or illegal drugs
- Engage in any form of sexual activity or sexual harassment
- Purchase, download, possess, distribute or view pornography
- Visit or gather in hotel rooms with the opposite gender
- Engage in any form of body piercing or tattooing

Youth participants will be aware of what are and *are not* appropriate behaviors in terms of relationships between adults and youth, and with their peers:

The following behaviors are generally considered appropriate at youth events and activities:

- Side hugs
- Shoulder to shoulder or "temple" hugs
- Handshakes
- "High-fives" and hand slapping
- Verbal praise for a job well-done (not regarding physical attributes)
- Touching hands, faces (usually in context of a blessing), shoulders, and arms of minors
- Arms around shoulders
- Holding hands while walking with younger minors
- Sitting beside younger minors
- Holding hands during prayer
- Pats on the head when culturally appropriate

The following behaviors are generally considered inappropriate at youth events and activities:

- Inappropriate or lengthy embraces and kisses on the mouth
- Touching private areas of the body
- Going to an isolated area away from the group, or being taken to an isolated area by an adult or peer

- Showing affection in isolated areas of a facility such as bedrooms, restrooms, bathrooms, closets, staff-only areas, or other private rooms
- Being in or on a bed with an adult
- Holding children on the lap who are capable of sitting on their own
- Wrestling with or tickling minors
- Piggyback rides
- Any type of massage given by minor or adult to another minor or adult
- Any form of unwanted affection or peer sexual harassment
- Compliments or put downs that relate to physique or body development

The following personal safety measures should also be remembered and followed.

- Always carry photographic identification with you.
- Always travel in a group, with chaperones knowing every youth's location at all times.
- Always look for and use designated crosswalks and pedestrian bridges.
- Sleeping room doors need to be locked at all time. Youth should not open doors unless they can verify who is knocking and what the person's credentials are.
- Sleeping room numbers and telephone numbers should not be given to strangers or distributed publicly.
- Review fire safety procedures and know where emergency exits are in all facilities being used.
- Do not make jokes or threats about weapons, bombs, or other dangerous act. Report all safety or security concerns or rumors to your diocesan or parish/school leaders.