



DIOCESE OF JOLIET

Adult Chaperone Guidelines

Thank you for your willingness to further the message of Christ to youth through your participation as an Adult Chaperone. Youth Ministry cannot happen without adult involvement. Your presence, encouragement, and empowerment of youth are critical to the success of Youth Ministry at your parish and in the diocese. The following Adult Chaperone Guidelines have been developed to help you in your role as Adult Chaperone:

GENERAL CHAPERONE CONDUCT

Adult chaperones should reflect mature and responsible behavior. As models of appropriate Christian behavior, Chaperones are asked to follow the Code of Behavior as outlined on the Adult Waiver Form. In addition to leading youth by modeling a positive attitude and involvement, all adults are to refrain from consuming drugs, alcohol and from smoking, vaping, e-cigarettes or cannabis in any form. It is important for the youth to realize that the chaperones from their parish are there to walk the journey with them. Initial _____

SUPERVISION OF YOUTH

All adult chaperones are responsible for the supervision of the youth participants from their parish. This extends to all youth at diocesan events when inappropriate behavior is to be observed. Please be familiar with the Code of Behavior. **It is imperative that all adults are willing to confront behavior code violations.** Serious behavior code violations are to be brought to the attention of the parish leader. If it is a diocesan sponsored event, parish leaders are expected to disclose inappropriate behaviors to the people in charge of the diocesan event. Initial _____

VISIBILITY AMONG THE YOUTH

Please be intentionally visible and interactive with the youth participants from your parish. Your presence among the young people is very important. Please be consciously aware of the attendance of the youth from your parish as well. Make frequent head counts, monitor time away from the group for bathroom breaks and other reasons, and communicate firm check-in times to youth participants. Being attentive to their needs can help you anticipate situations that might require your attention. Initial _____

RESPONSIBILITY TO REPORT - ADULT CHAPERONES HAVE THE RESPONSIBILITY TO REPORT THE FOLLOWING INFORMATION CONCERNING YOUTH:

RESPONDING TO ACCIDENTS

If there is an emergency that requires immediate medical attention, contact emergency services immediately. **In the US, dial 911.** Then inform your parish leader (and if at a diocesan event, the diocesan staff person responsible for the event) as soon as possible of any accident. If medical attention is required, but not an emergency, make the participant comfortable following the boundaries provided by the Youth Medical Form. *Inform the parish leader / diocesan leader who will contact the participant's parents as soon as possible.* If the incident occurs and you are the designated adult, you must be sure to stay in regular communication with the parish leader and/or the diocesan staff person in charge of the event. It is important to use the Accident/Incident Form for Youth Events to document what happened to cause the accident and the steps taken to provide attention or treatment following the accident. This form is to be turned in to the parish / diocesan leader and Catholic Mutual. Initial _____

PROVIDING GUIDANCE AND ENCOURAGEMENT TO YOUTH

There may be times when young people have difficulty focusing, following directions, or cooperating for many reasons. Speak to the person privately in a gentle and direct manner. You may have to remove the individual from the group setting in order to have that conversation, which is highly recommended. See the guidelines below for Safety of Youth and Adult Participants. It is important that you never publicly humiliate any person. **Ask** other adult chaperones or your parish leader for help, especially if the cause of these behaviors is beyond your ability to respond. Initial _____

FOR THE SAFETY OF THE YOUTH PARTICIPANTS & ADULT CHAPERONES

No adult should be alone in an enclosed area with a youth participant. Conversations with youth should always take place in a public location. When speaking to youth in a room, the door to that room must remain open. When responding to situations in opposite-sex housing, make sure another adult is present and you announce your presence prior to entering the area. Initial _____

REQUIREMENTS FOR THE PROTECTION OF YOUNG PEOPLE

Adult chaperones are required to have a criminal background check and Protecting God's Children (VIRTUS) training prior to chaperoning any event with minors. Initial _____

Type of Information to Report	Timeframe to Report It	Who to Report it To
Serious behavior code violations (at the event)	As soon as possible	Parish leader & diocesan staff person in charge of the event
Accident or injury (at the event)	<ul style="list-style-type: none"> ▪ Immediately if emergency treatment is required ▪ As soon as possible if not an emergency situation Initial _____	<ul style="list-style-type: none"> ▪ Emergency services first, then parish leader, parents, and diocesan staff in charge of the event ▪ Parish leader, diocesan staff in charge of the event, and/or parents
Suicidal thoughts or threat. And / Or poses an immediate danger to themselves or others	Immediately Initial _____	Parish leader, diocesan staff in charge of the event, and parents.
Disclosure of physical or sexual abuse	Immediately Initial _____	Must report to civil authorities. Must also report to parish leader / diocesan staff in charge of the event, and to the diocesan Victim Assistance Coordinator (815-263-6467).

As an adult chaperone for a parish attending this event, I have read and understand my responsibilities and agree to abide by these guidelines.

Print Name

Signature

Date