

GUIDELINES FOR SITE SELECTION FOR A PARISH YOUTH ACTIVITY

Reminder:

Regardless of location (private homes, Community Center, roller/ice skating rinks, amusement parks, etc.) It is strongly recommended that you visit all sites prior to selecting them for a youth activity and to travel to and from the location the same way the youth will travel (drive if you will travel by bus, for instance). You should visit hotels and restaurants that will be used as well.

- Visit the site in person before selecting it for youth activity, asking yourself:
- Is it safe?
- Can the facility accommodate the event we hope to have?
- Can the facility accommodate the physical needs of our participants?
- Can emergency vehicles reach us?
- Is the environment such that I can communicate easily with adult chaperons and youth participants?
- Have the facilities been inspected by appropriate government or other agencies?
- Is the facility clear of obvious health violations?
- Have other parishes or schools in the Diocese of Wilmington used this facility in the past? If yes, you should be in contact with those people.
- Will I be able to enforce the required rules?
- Is the facility adequately staffed?
- Make reservations in plenty of time and send deposit to facility if required.
- Have a knowledgeable person read over any contract and familiarize yourself with any requirements, cancellation fees, minimum participants, etc. (Parish approvals or authorizations may be needed to comply with some insurance regulations).
- Communicate the emergency phone number for the facility with parents of all participants as well a contact at the parish or school (See Form D).

REQUIREMENTS FOR ON SITE PARISH YOUTH ACTIVITY

Maintain the appropriate ratio of cleared adults to youth participants:

- Two cleared adults per the initial 7 youth for 8th grade and below
- Two cleared adults per the initial 10 high school youth
- One cleared adult per each additional 10 youth in all age groups
- Never one cleared adult working alone with youth
- Cleared adults should be in proportion to the gender breakdown of the youth participants attending the event
- Reasonable consideration should be given to the number of cleared adults required for events with greater number of participants

- Assure that the room where event is to take place meets the requirements listed in GUIDELINES FOR OFF SITE SELECTION FOR PARISH YOUTH ACTIVITY
- Assure that the cleared adults exhibit behaviors consisted with the Ethical and Behavioral Norms for Church Personnel
- Explain and utilize the buddy system: youth participants should never be alone
- Know the number of participants and whereabouts of participants at all times

Follow guidelines for written consent :

- Annual consent: required yearly and kept on file for all on-site events less than 6 hours long (see Form A)
- Event specific consent: required for all events, on-site or off site, overnight or day-long, that are more than 6 hours in length (see Form B)
- All Consent forms are to be saved in a secure location for a period of two years
- Maintain accurate records of attendance (see Form C)
- Know the location of emergency equipment first aid kit, fire extinguisher, exits
- Have a phone on hand in case of an emergency
- Be aware of building layout and location of emergency exits
- Check that the parking area is secure
- Check that areas of building not in use are monitored on a regular basis
- Stay with another adult until all youth are picked up following the event
- Complete Event Evaluation (Form F)

Name of Event:	
Date of Event:	
Name of Person Completing Checklist:	

REQUIREMENTS FOR OFF SITE PARISH YOUTH ACTIVITY

Commentary:

- Follow the guidelines outlined in the SITE SELECTION section of this manual
- Follow the TRANSPORTATION and other appropriate sections of this manual if this event requires transportation
- Follow the OVERNIGHT ACCOMMODATIONS section of this manual if appropriate
- Certain organizations (Boy Scouts, Girl Scouts, Athletics, etc.) and some parishes may require permits for youth events held away from their normal meeting places – these regulations must also be followed.

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- Explain and utilize the buddy system : youth participants should never be alone
- Assure that the cleared adults exhibit behaviors consisted with the Ethical and Behavioral Norms for Church Personnel
- Know the number of participants and whereabouts of participants at all times

Follow guidelines for written consent :

- Annual consent: required yearly and kept on file for all on-site events less than 6 hours long (see Form A)
- Event specific consent : required for all events, on-site or off site, overnight or day-long, that are more than 6 hours in length (see Form B)
- All Consent forms are to be saved in a secure location for a period of two years
- Hold a Parents' Meeting prior to the event to share information procured during the pre-trip inspection as well as to field any questions
- Maintain accurate records of attendance (see Form C)
- Know the location of emergency equipment first aid kit, fire extinguisher, exits
- Have a phone on hand in case of an emergency
- Be aware of building layout and location of emergency exits

- Check that the parking area is secure
- Check that areas of building not in use are monitored on a regular basis
- Make sure all cleared adults have a list of participants and emergency contact numbers
- Make sure all participants have picture identification with them at all times
- Check that a cell phone is available in case a need arises for emergency assistance
- Instruct chaperons to correct inappropriate behavior immediately
- Instruct chaperons on emergency procedures in case of an accident or a health problem
- Stay with another adult until all youth are picked up following event
- Complete an Event Evaluation (Form F)

Name of Event:	
Date of Event:	
Name of Person Completing Checklist:	

Planning Notes:

GUIDELINES FOR SITE SELECTION

FOR A PARISH YOUTH ACTIVITY IN A PRIVATE HOME

Note:

When using a private home for youth activity (small group faith sharing, Bible study, etc.), it is incumbent upon the Church/School personnel to make a site visit prior to approving the location for ministry **as well as** at least once while ministry is taking place. This list is not comprehensive and there may be other factors used in disqualifying a location.

- Are there any visible signs of risk (exposed electrical outlet, tripping hazards in driveway or sidewalk, etc.) **If yes, this site is disqualified.**
- Is the pathway from the drop off location or parking to the home well lit?
- Can pets be kept in a secure location so that do not bother/harm the participants? **If pets are present, be aware of participants' allergies.**
- Participants are to be chaperoned at all times. (Young people are, for example, not allowed to be sent to the basement "to play" instead of/after gathering for their stated purpose.)
- Is there a liquor cabinet on the premises? Is it kept securely locked? Is the key kept out of the reach of young people? **If cabinet is not securely locked, etc., this site is disqualified.**
- Can the facility accommodate the event (number of attendees) participants? **If no, this site is disqualified.**
- Can the facility accommodate the physical needs of our participants? (Is there enough space? Are there enough seats, etc?) **If no, site is disqualified.**
- Is there a trampoline onsite? If yes, participants are not permitted to use it. (see list of prohibited activities).
- Can emergency vehicles reach us? **If no, this site is disqualified.**
- Is the environment such that I can communicate easily with adult chaperons and youth participants?
- Are there firearms in the house? **If yes, this site is disqualified.**
- Does the homeowner have current homeowner's insurance? (A copy of the policy must be obtained) **If no, this site is disqualified.**
- Will I be able to enforce the required rules (i.e., or is the space so wide open that I will never be able to keep track of participants)?
- Is it necessary to enter a bedroom to use the bathroom facilities? **If yes, this site is disqualified.**
- Has the contact information for this location been made available with the parents/guardians of attendees? (See Form D)
- Have health concerns, such as diabetes, epilepsy, etc. been made available to the homeowner/staff?

This form must be used in conjunction with the "Requirements for Off Site Parish Youth Ministry".