

SCHOOL AND/OR PARISH SPONSORED ACTIVITIES INVOLVING MINORS POLICY

Overview

Events sponsored or coordinated by a school or parish must be related to a specific school or church activity with defined goals and objectives and properly supervised. These events are not to be simply an opportunity for travel or socialization. Field trips, retreat days and other excursions include, but are not limited to, altar servers' parties, choir outings, confirmation service projects, class retreats, etc., involving persons under 18 years of age. All activities must be in compliance with this policy, and have the approval of the Pastor, Principal, and/or the coordinator of church events (e.g. DRE, Youth Director, etc.). Parent/Guardian permission slips and, if applicable, driver information forms should be utilized for all off-site functions. (See **Parish Administrative Manual** pages V-10 and V-11.)

In all instances, written parental approval is required, along with proper supervision.

SCHOOLS

Approval of the Superintendent of Schools, Principal, and Pastor are required for school events that involve taking children off School or Parish property.

Events sponsored or coordinated by a school must be related to a specific school activity with defined goals and objectives and properly supervised. All school activities must be in compliance with the policy on field trips and transportation found in the **Archdiocese of Santa Fe Catholic Schools Policy Manual**.

PARISHES

Approval of the Pastor and the appropriate responsible person in charge of the event (e.g. DRE, Youth Directors, etc.) are required for parish related events.

Events sponsored or coordinated by the parish might not be related to a church activity but must be properly supervised. Parent/Guardian permission slips and, if applicable, driver information forms must be utilized for all off-site functions.

OVERNIGHT FIELD TRIPS

Pre-K through 8th Grade

The Archdiocese of Santa Fe does not give approval for, or allow, overnight events for Pre-K through 8th Grade. This is due to potential liabilities associated with transportation and chaperoning children. Field trips, retreat days, and any other type of excursion attended by children Pre-K through 8th Grade are to be of **one day duration only**.

High School

Youth of high school age may participate in overnight events provided that they are properly supervised. Parent/Guardian permission slips and, if applicable, driver information forms must be utilized for all off-site functions.

All events require approval and proper supervision as stated in the above Overview.

SUPERVISION OF MINORS

All approved events involving children Pre-K through High School require proper supervision. All teachers, coordinators, and chaperons must provide evidence of having participated in the required Archdiocese of Santa Fe's Abuse Awareness Training. All adult leaders and/or chaperons must be advised of their responsibilities and seriousness of their role.

TRANSPORTING OF MINORS

Because of potential risks associated with transporting minors off school/church property, all safety and transportation requirements must be adhered to. Schools and parishes alike must follow the **Archdiocesan Fleet & Transportation Policy** found on page **V-5** in the **Parish Administrative Manual** regarding parish or school owned vehicles. Public licensed carriers or school buses are the most desirable method of transportation. **Use of 11-15 (including the driver) passenger vans are prohibited** (refer to the **Parish Administrative Manual** page **V-12**). If private passenger cars are utilized, parents and volunteers using personal vehicles must be advised that their insurance coverages are primary and driver information sheets must be completed. In all types of vehicles, available seat belts must be utilized.