

ADULT CHAPERONE GUIDELINES

These policies must be read by and discussed with ALL adult chaperones prior to attending the event.

1. **Minimum Age Requirement:** As of September 1, 2004, the minimum age for an Adult Chaperone is 21 years prior to the start of the conference you will be attending.
2. **Compliance with Diocesan Child Protection Policy:** All Adult Chaperones must comply with your home Diocesan Child Protection Policies. It is the responsibility of the Group Leader to ensure all chaperones are in compliance.
3. **The Spirituality of Chaperones:** Adult Chaperones need to be spiritually mature. The words and actions of the Adult Chaperones should reflect the values of the Catholic Church at all times.
4. **The Role of the Chaperone:** The primary role of the chaperone is to provide a safe and healthy environment for the youth participants.
 - a. Full awareness and enforcement of the rules and policies governing participant behavior as set forth by the Archdiocese of St. Louis is mandatory. Adult Chaperones are the primary disciplinarians and are responsible for their youth at all times, during both sessions and free time.
 - b. Chaperones need to be aware of the physical, emotional, and spiritual state of their youth during the event. Being present and engaged with the youth during free time and designated small group time will greatly aid in this. Chaperones need to communicate any serious problems or issues to their group leader or conference staff.
 - c. Chaperones need to be present with their youth at all times during scheduled sessions. By experiencing the event together, chaperones and youth will be able to talk about the different topics and issues. The chaperones will also be able to help young people with any confusion or doubts as well as pray with them.
5. **Providing a Safe Environment:** In order to protect both youth and adult chaperones, hotel/dorm rooms should not be used during the day. If the need arise that a youth need to return to their room, appropriate numbers should go in order to keep everyone safe. Adult chaperones should avoid any situation where they might be compromised. (e.g. alone with a youth at any time, behind closed doors etc.) No adult should stay in a hotel/dorm room with youth unless they are staying with their child only.
6. **Appropriate Dress:** All participants (youth and adults) are expected to dress in fashion that represents modesty and good taste, respecting other participants and our Lord. Clothing must cover all under garments and midriffs. Clothing that displays profane or offensive messages or images are not allowed. Violators will be asked to change clothing at the discretion of event staff.
7. **Alcohol, Drugs and Tobacco:** All state laws governing alcohol, drugs and tobacco will be strictly enforced. Possession or consumption of alcohol and drugs is not permitted at any time during the event.
8. **Insubordination:** All youth and adult chaperones are expected to follow the direction of security and event staff. Any instances of lack of cooperation or insubordination will be subject to appropriate discipline and/or fines. Disciplinary action will be directed primarily through interaction with the Group Leader.
9. **Reporting of Incidence:** If you witness any youth or chaperone violating any policy in regard to Child Protection or The Archdiocese of St. Louis guidelines, you are required to report it **immediately** to a member of the event staff.

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1. Act as a role model reflecting the values of the Catholic Church and the love of Jesus Christ.
2. Speak and act with respect and regard for the value, person-hood, and uniqueness of each youth.
3. Maintain clear communication with your Group Leader especially in regard to the interactions you have with any youth in your care.
4. Immediately report to your group leader any strange, embarrassing, or possibly compromising interactions you have with any youth in your care.
5. **Listen carefully to the youth you care for.** Be aware of and report to your group leader conversations that reveal any self-destructive, suicidal, or harmful thoughts or behaviors.
6. **Use discretion with physical displays of emotion or care.** This includes everything from hugging to simply touching someone on his or her arm or shoulder. We communicate more from non-verbal cues than through words. Hugs carry many different connotations for different youth.
7. **Ask permission if you wish to hug a youth.** It may seem awkward but more than likely they will appreciate the fact that you respect their space enough not to intrude without asking. It also gives them the chance to say no if they are not comfortable (some youth are uncomfortable being touched because of past abuse). Be sure that when offering a hug it is the youth that needs the hug – not you! Use common sense in regard to the length, strength, posture, etc. of the hugs you give and receive.
8. **Do not** be alone with a youth behind closed doors or any other place where you could possibly be compromised. If you wish to have a one-on-one conversation with a teen, stay in a public place.
9. **Do not** try to be a buddy or pal to the youth. You are there to help them grow, not to develop a social life around or with them. This is especially important if you are involved with long-term ministry after the conference.
10. **Do not** use suggestive jokes, stories, or language with youth. What they hear from their peers and laugh off could be devastating if it comes from your mouth.
11. **Do not** threaten, humiliate, or degrade a teen as a form of discipline.
12. **Do not** discipline with physical contact.
13. **Do not** let your youth roam free without supervision.
14. **Do not** share inappropriate information about yourself with your youth.
15. **Do not** allow your teens to engage in sexually suggestive, vulgar, or abusive speech.