

Day and Overnight Activities, Events and Excursions

Policy No. 363

Policy Statement: Employees/Volunteer Leaders who organize activities, excursions or events sponsored and/or carried out by an archdiocesan office, parish, camp, or institution have a duty to care for participating children, youth or vulnerable persons.

Activities/events/excursions requiring travel outside Canada, including pilgrimages, will not be permitted for people under the age of 18.

Intent of Policy: To ensure a safe environment for day and overnight activities, events or excursions, including travel and overnight accommodations.

Definition: Archdiocesan Facilities/Properties include land, buildings and contents owned by the Archdiocese, such as but not limited to:

- Camps
- Cemeteries
- Newman Theological College
- Parish churches, halls and rectories
- Pastoral and Administration Offices
- St. Joseph Seminary

Procedure: When planning a Day or Overnight Activity/Event or Excursion, use Appendix 363G Checklist for Day and Overnight Activities/Events /Excursions to ensure requirements for approval, safety and documentation are followed.

1. General Supervisory Requirements

- a) All activities must be documented and approved in writing by
the Archdiocese: Office
the Parish: Pastor
the Camp: Director
the Institution: Office
who will ensure there is an employee or volunteer to lead the event. (Appendix 363F Approval Form for Activity/Event/Excursion)
- b) The appropriate number of employees and/or volunteers will be scheduled to supervise. (see Appendix 361B Risk Reduction Strategies)
- c) Before the activity/event/excursion begins, every employee and volunteer aged 18+ must have completed a screening process which includes a Police Information Check (PIC) and an Intervention Records Check (IRC).

- d) Parents/guardians will be provided with written information about the activity/event/excursion. They must sign the Participant Agreement and Release of Liability Form (Appendix 363A) for their child/youth to participate.
- e) Parents/guardians will provide contact phone numbers. The leader will have access to these phone numbers and will contact parents/guardians in case of emergency.
- f) Drivers involved in transportation must complete the Volunteer Drivers Application & Authorization (Appendix 361I).
- g) One or more employees/volunteers must have First Aid training. Information on allergies and any medical conditions must be provided by parents/guardians. (see Appendices 363B Participant Medical Information Form & 363C Participant Medication Form)
- h) The leader must report any incident of injury without assuming liability in any situation
 - to the parents/guardians
 - to the Chancery Office.

The leader will record the incident using the form Incident Report/Notice of Injury (Appendix 363D). The completed form must be emailed or faxed to the Chancery Office at the earliest opportunity after the incident for possible referral to insurance providers. A copy is to be kept in a locked fireproof cabinet or container in the possession of the sponsoring office, parish, camp, or institution.

For minor injuries, e.g., cuts, slight sprains, requiring only the assistance of an on-site first aider or nurse, the record of the incident must be kept in the office, parish, camp or institution but does not need to be submitted to the Chancery Office.

- i) If activities include a visit to a pool, lake or hot tub, municipal/provincial/federal safety and supervision regulations must be followed.

2. Overnight Activities/Events/Excursions at Archdiocesan Facilities/Properties

- a) Physical boundaries of the facilities must be clearly defined and explained to the participants.

- b) Facilities in which the overnight activities/events/excursions are held will be equipped with smoke detectors, fire extinguishers and inside release doors. All participants will be made aware of fire exits and emergency procedures as required by law.
- c) Periodic facility inspections will be conducted by employees/volunteers. A Facility Monitoring Checklist (Appendix 361J) will be used to ensure all checks are documented.
- d) Employees/volunteers will be assigned to supervise specific groups of children/youth or vulnerable persons. Each supervisor will maintain a checklist of their group.
- e) If the group of children/youth or vulnerable persons consists of both genders, the following apply:
 - employees/volunteers of both genders must be present;
 - sleeping arrangements will be made according to gender;
 - if separate rooms are not available, there will be as much space as possible between genders;
 - if employees/volunteers must share rooms with children, youth or vulnerable persons, they must have their own beds and never change clothing in front of the children, youth or vulnerable persons.
- f) Supervision by employees/volunteers will be provided in high-risk areas such as bathrooms, change rooms, etc., respecting privacy.
- g) At least two employees/volunteers, aged 18+, will regularly and randomly monitor overnight activities.

3. Overnight Activities/Events/Excursions at non Archdiocesan Facilities/Properties

- a) Section 1 and 2 of this Policy will be followed where applicable when the activity, event or excursion is held at a non-archdiocesan facility/property.

Private Homes

- b) Overnight accommodation at private homes is not recommended. In special circumstances when accommodation in private homes is required, prior approval by the Office/Pastor/Director is necessary.

- c) Individuals providing private home accommodation must be screened by the organizers of the activity/event/excursion. (see Appendix 361D Volunteer Information Form)
- d) All adults in the private home will have completed a Police Information Check (PIC) and an Intervention Records Check (IRC) before the activity/event/excursion.
- e) Accommodation in private homes will be limited to small groups (at least two persons) preferably of the same gender.
- f) Youth 13 years & under will not be provided accommodation in private homes.

Cabins or Open Room Settings

- g) At least two employees/volunteers will regularly and randomly monitor overnight activities.

Hotels, Retreat Centres or Separate Rooms Settings

- h) In a hotel, retreat centre or separate rooms setting,
 - youth 14 years & over and vulnerable persons will be assigned to rooms based on gender and age. Employees /volunteers will have their own rooms whenever and wherever possible;
 - youth 13 years & under must each be accompanied by their own parent/guardian or use archdiocesan facilities (cf. Section 2 of Procedure).

4. Activities/Events/Excursions outside of the Archdiocese

- a) Activities/Events/Excursions outside of the Archdiocese for participants under the age of 18 must be submitted in writing to the Office of the Archbishop for approval prior to making any commitments to participants and/or finalizing travel arrangements. (Use Appendix 363F Approval Form for Activity/Event/Excursion.)
- b) Section 1, 2 and 3 of this Policy will be followed where applicable when the activity, event or excursion is taking place outside the Archdiocese.

Refer to Policy:

No. 361 Volunteer Management

Refer to Appendix:

361A Risk Assessment Checklist

361B Risk Assessment Strategies

361D Volunteer Information Form

361I Volunteer Driver Information

361J Facility and Activities Monitoring Checklist

363A Participant Agreement and Release of Liability Form

363B Participant Medical Information Form

363C Participant Medication Form

363D Incident Report/Notice of Injury

363E Release Form for EpiPen

363F Approval Form for Activity/Event/Excursion

363G Checklist for Day and Overnight Activities/Events /Excursions