



DIOCESE *of* LACROSSE  
OFFICE OF YOUTH AND YOUNG ADULT MINISTRY

**Chaperone Guidelines and Expectations**

**\*Updated June 14, 2017\***

It is imperative that all adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) follow **ALL** policies, because their example will be followed by the young people. Group Leaders are responsible for communicating the policies and rules to their chaperones.

**A Chaperone is anyone who is age 21 or older. Anyone age 19-20 are considered to be junior chaperones and must have a chaperone (age 21 or older) as their supervisor. Also, no one under age 25 may drive minors.**

- Under **NO** Circumstances shall an adult (this includes anyone that is out of high school acting as a “junior chaperone” and older) **EVER** be alone with a minor at **ANY** time. **This includes transporting minors.**
- There must always be a minimum of two chaperones present. If there is a situation where a young person needs to speak privately with an adult (this includes anyone that is out of high school acting as a “junior chaperone” and older) this conversation must be held in a public space that is not enclosed, such as a hallway.
- Group Leaders (**\*Note: Group Leaders are defined as those that are the parish contact person for the event.**) must ensure that they have adequate number of chaperones for their group. The minimum ratio is 1 (one) Chaperone for every 7 (seven) minors. Also, if the Group Leader is bringing members of each gender, he/she must also bring chaperones that represent each gender.
- Adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) must have completed all Safe Environment training and paperwork prior to the event.
- Adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) must have submitted to the Diocese of La Crosse Safe Environment Program a Basic Criminal Background Check Form and be approved within the past 3 (three) years. It is not acceptable to turn in the Basic Criminal Background Check form the week of the event, as it typically takes one week to receive the results.
- The actions and attitudes of the adults (this includes anyone that is out of high school acting as a “junior chaperone” and older) will affect the actions and attitudes of the young people. Therefore, all adults are expected to participate in and have a good attitude in and about all aspects of the event.
- Adults (this includes anyone that is out of high school acting as a “Junior Chaperone” and older) who are chaperoning shall be in good standing with the Catholic Church. If they are not, please notify the Office of Youth and Young Adult Ministry prior to the event. This policy is not to exclude anyone, but to ensure that questions and conversations from the young people regarding the Catholic Church and teachings are answered appropriately.

- Chaperones are expected to enforce the policies and rules with all young people, not just those in their group.
- Group Leaders must ensure that chaperones and the Office of Youth and Young Adult Ministry Staff are aware, as necessary, of any SPECIAL NEEDS of the youth in his/her group.
  - This includes health problems, family problems, psychological problems, and anything else that may help to minister more effectively.
  - Review the section of your participants' Medical Release Forms that relate to Special Needs (Medical History and Medical Treatment Sections). Know what to do in the event of a medical situation. There are times where this requires a phone call to the parent/guardian of the participant, prior to the event, to get proper information about the "Special Need."

#### **Consequences For Not Following Policies and Rules**

- If an adult is found to be deliberately breaking rules and/or not following policies, he/she will be asked to leave the event immediately and may not be able to participate in Diocesan and Parish Youth Ministry Events.
- If an adult Chaperone is asked to leave, then it is the responsibility of the Parish Group Leader to immediately find a replacement chaperone.