



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**CHAPERONE POLICY
FOR
WORKING WITH MINORS AND VULNERABLE ADULTS**

It is expected all church/school employees or volunteers will demonstrate good moral character so as to serve as Christian role models. In addition to the Code of Ethics guidelines for conduct, church/school employees or volunteers will observe the following guidelines when dealing with minors or vulnerable adults:

Overnight activities are to be discouraged. If overnight activities are to occur, please refer to the following guidelines as they pertain to overnight activities:

1. An adequate number of adults (21 or over) should be present at activities involving minors or vulnerable adults to support the safety of such gatherings. The number of adults should be approved by the administrator in charge of the activity.
2. Facilities should be appropriately monitored during church services, school or other activities.
3. Minors or vulnerable adults should only be released to parents, guardians, or persons designated by parents or guardians.
4. Parental/guardian permission, including a signed Consent to Participate form, should be obtained prior to taking minors or vulnerable adults on trips or activities. The forms must accompany the trip or activity.
5. Qualified drivers, as specified in diocesan policy, should be used for any church or school activity.
6. Minors or vulnerable adults should not be left unsupervised when on church or school related trips or activities.
7. All adult leaders and sponsors for any overnight activities must be approved in advance by the pastor or administrator of the activity.
8. Minors or vulnerable adults are not to be given alcoholic beverages, tobacco, drugs or materials prohibited by law. Adults are not allowed to drink alcoholic beverages or use illicit substances when working with minors or vulnerable adults.
9. Activities are not to conflict with determined curfew times.
10. Clear boundaries must exist between adults, minors and vulnerable adults. Vigilance should be maintained regarding inappropriate personal or physical attraction developing between an adult and a minor or vulnerable adult.
11. Touching should be age appropriate and based on the need of the minor or vulnerable adult, not on the need of the adult. Any inappropriate or questionable physical contact with a minor or vulnerable adult is prohibited. If a minor or vulnerable adult initiates physical contact, an appropriate limited response is proper.
12. Being alone with a minor or vulnerable adult is to be avoided in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area where it may appear to be inappropriate to a ministerial relationship.
13. Two adults are required to be present if staying with a group of minors or vulnerable adults in a hotel room or other sleeping area. One adult should never stay in the same hotel room

or sleeping area with a group of minors or vulnerable adults. If an adult is related to minor or vulnerable adult, only that minor or vulnerable adult are allowed to stay in the same hotel room.

14. Minors or vulnerable adults should not be exposed to topics, vocabulary, materials, recordings, films, games or use of computer software, or any other form of personal interaction or entertainment that are inappropriate for the age group.
15. Sexually explicit or pornographic material is never appropriate.
16. Online chats or chat room conversations between adult leaders and minors or vulnerable adults are never appropriate. Social media correspondence with minors or vulnerable adults should be appropriate and professional.
17. No over-the-counter medication or prescribed medication of any kind is to be administered without written parental/guardian permission.
18. If one-on-one counseling of a minor or vulnerable adult should be necessary, meeting with the minor or vulnerable adult should not take place in isolated environments. Meetings should be scheduled at times and in locations that ensure accountability. Both the length and number of sessions should be limited. Parents/guardians should be notified of such meetings.
19. Minors or vulnerable adults should not have access to keys or passcodes to church or school facilities. If a minor or vulnerable adult does have access to a key/passcode as a result of being a church/school employee or volunteer, the minor or vulnerable adult (if cognitively-capable) is to be properly screened and informed about policies and procedures.
20. Taking photographs of minors or vulnerable adults while they are unclothed or dressing (e.g., in a locker room or bathing facility) is never allowed.
21. Photographs or recordings of minors or vulnerable adults are not to be posted or shared online without the express permission of parents/guardians of the minor or vulnerable adult.