

## Guidelines for Field Trips/Outings with Minors

Field trips are meant to be fun, educational events that create lifelong memories of good times and friendship. There are many aspects to keep in mind when planning field trips or outings that involve minors, but a primary consideration must be safety. Below are guidelines for your use.

### Permission Forms

Permission forms are available online at: [www.catholicnh.org/risk](http://www.catholicnh.org/risk)

Parents should be informed about any activity that will occur at a location or time that differs from the usual schedule, whether or not a permission form is required.

Permission forms are required for any activity that takes place away from the parish or school and for which the parish or school provides or arranges the transportation.

Permission forms are not required if the activity takes place away from the parish or school, the parents/guardians arrange their own transportation, and parents/guardians remain with their children during the event.

Permission forms should be retained for 3 years from the date when the activity took place.

**Note:** The site you are visiting may request that you complete additional liability waivers or release forms. If requested to complete additional forms, please contact the Diocese of Manchester Risk Management Company, Porter & Curtis, at [riskservicesrcbm@portercurtis.com](mailto:riskservicesrcbm@portercurtis.com) or 877-409-5655 for guidance.

### Chaperones

All activities involving minors require adult supervision. Chaperones for field trips or outings must be 21 years of age or older. Those who regularly work with minors must be in compliance with all safe environment requirements<sup>1</sup>. The number of required adults must be the greater of 2 adults or as follows<sup>2</sup>:

#### **MINIMUM RECOMMENDED ADULT: CHILD RATIO FOR FIELD TRIPS**

<b>Grade Level of Children</b>	<b>Adult to Child Ratio</b>
Pre-K through 5	1:5
Grade 6 through 8	1:8
Grade 9 through 12	1:10

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<sup>1</sup> Refer to Diocese of Manchester *Screening and Training Protocol* for further information.

<sup>2</sup> If children are below the level of Pre-K, then State guidelines set forth by DHHS should be followed.

## Drivers

Driver/Vehicle Registration forms are required. The forms, along with additional information about vehicle insurance requirements, are available in the Quadra manual or by contacting Porter & Curtis at [riskservicesrcbm@portercurtis.com](mailto:riskservicesrcbm@portercurtis.com) or 877-409-5655.

When using drivers for field trips, remember the following policy requirements:

- Adults must meet the eligibility requirements established by the Diocesan Office of Insurance and Risk Management and must be adequately insured.
- Drivers should go directly to the destination and should not make any unauthorized stops.
- Drivers should not use cell phones to make calls while driving minors, except in the case of an emergency. Drivers should never send text messages while driving.
- All minors must wear seat belts (or use car seats, if appropriate).

## Overnight Trips

When planning overnight trips involving minors, in addition to the rules above, there are other factors to consider. The *Policy for Overnight Trips* can be found here:

[www.catholicnh.org/assets/Documents/Child-Safety/Policies/OvernightTripPolicy.pdf](http://www.catholicnh.org/assets/Documents/Child-Safety/Policies/OvernightTripPolicy.pdf)

Some important points regarding overnight trips are as follows:

- All chaperones for overnight trips involving minors must complete sexual abuse awareness training<sup>3</sup> and background checks before the event. There are no exceptions.
- If the group includes male and female minors, there must be a proportionate number of male and female chaperones.
- All chaperones should be familiar with *Serving Christ, Serving Others* Code of Conduct, particularly the Standards for Working with Minors.
- Sleeping and showering arrangements must be separate for males and females and for adults and minors.

**Please do not hesitate to contact the Diocese of Manchester for additional assistance.**

Porter & Curtis, Risk Management Provider: [riskservicesrcbm@portercurtis.com](mailto:riskservicesrcbm@portercurtis.com) or 877-409-5655

Faith Formation Office: (603) 669-3100 x 0145

Safe Environment Office: (603) 669-3100 x 0149 or 0109

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<sup>3</sup> Safe Haven, Protecting God's Children, or other training programs approved by the Bishop of Manchester  
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