

Office of Child and Youth Protection Requirements for Overnight and/or Out of Town Trips

The following requirements are for groups, organizations, teams, camps and/or affiliated with or representing any Archdiocese of Galveston-Houston (Archdiocese) Church, School or entity owned and operated by the Archdiocese who will travel outside the boundaries of the Archdiocese including overnight trips and retreats. (**Children is defined as anyone under the age of 18**).

Upon notification to parents that a trip is being planned and in order for anyone to be considered as a volunteer chaperone, the volunteer must comply with the Office of Child and Youth Protection (OCYP) policy and guidelines. This includes completion of Safe Environment online training and/or the required online refresher courses along with a criminal background check.

Submit a list of the adult chaperones, who agree that they have met the Archdiocesan OCYP requirements, to the church and/or school Safe Environment Coordinator for verification of compliance. Be sure and provide this list at least six weeks prior to the date of the trip. Do not accept individuals' statements that they have completed the online training or they plan to complete it in the future. **VERIFY.**

If an individual is not in compliance, they will not be permitted to chaperone or volunteer. Last minute compliance requests cannot be processed by the Archdiocesan OCYP thus an individual, even if they have paid for lodging, airfare, bus fare, and registration would not be permitted to attend and the pastor would be notified.

Parish/School Safe Environment Coordinators can help organizers with information concerning an individual's clearance and compliance requirements. Be mindful that SE Coordinators often have other job duties therefore; provide names of chaperones in a timely manner.

Any participant who turns 18 years of age before the trip, retreat, camp or function is considered an adult per the OCYP policy and must complete online training and submit to a criminal background check. Last minute attempts to bring 18 year old participants in compliance in order to attend the planned trip will not be guaranteed by the Archdiocesan OCYP thus the individual, even if they have paid for lodging, airfare, bus fare and registration, would not be permitted to attend and the pastor would be notified.

This fulfills the Archdiocesan Office of Child and Youth Protection requirements. Contact the Archdiocesan Office under which the ministry falls to ensure compliance with any requirements that could be above and beyond but not in lieu of these Office of Child and Youth Protection Requirements.