

Best Practices Checklist on Creating a Safe Environment for On-Site Diocesan Youth Activities

This checklist is designed to assist all diocesan personnel (to include volunteers with substantial contact with children and employees) in creating a safe environment for on-site events that is in accordance with the diocesan Code of Conduct and safe-environment policies.

- Confirm that all youth participants have submitted emergency contact/medical release forms. Keep originals on file at the parish.
- Be aware of the medical needs of participants (medication may not be administered to any youth without written parental approval).
- Print and distribute a detailed schedule to parents, chaperones and youth participants. This schedule should list all activities which will take place during an event.
- Take attendance at the beginning of the event.
- Monitor the premises (every individual at the location should have a specific reason for being at the event). Communicate with the appropriate authorities if necessary.
- Take attendance at the conclusion of the event. Any discrepancies should be investigated and resolved before youth participants or chaperones may leave (remember that no one may leave at any time prior to dismissal for any reason without notifying at least one person in authority).