

# Policies and Procedures for CYRE Program: Middle and High School Overnight Events For ADVISORS / CHAPERONES



## Requirements and Background / Reference Checks:

- These requirements apply to both “Youth Advisors” (those adult volunteers who hold leadership positions in youth programming) and “Con or other non-curricular Single Activity Adult Chaperones” such as Mt Con Advisors, Boston Trip chaperones, camping trip leaders, etc. This latter group will be called Chaperones.
- ALL adults who are involved in overnight supervision must be approved by the Director of Religious Education for Children and Youth (DRECY) and screened by a computerized criminal background check. The DRECY has the option of checking references.
- Youth Advisors in the CYRE Program must be UUCC members. Chaperones are not required to be members.
- Youth Advisors and Chaperones must be at least 25 years old.

## Training Requirements of Youth Advisors / Chaperones:

- All adults in supervisory roles with overnights will be provided with this sheet of policies and procedures along with any additional information the DRECY deems necessary.

## Two Person Rule:

- A minimum of two adults, one male and one female will participate in all overnight events. A minimum of one adult needs to be awake and supervising as long as youth are awake.
- An adult should try never to be alone with a youth (not including their own child). If alone, they should be in a public space or with the door to the room open at all times.

## Youth Eligibility to Participate:

- Youth must be registered in the CYRE Program in order to participate in extra-curricular activities.
- A permission form is required for any event involving travel off-site or for an overnight activity. The completed forms must travel with the group and be available to the adults.
- All children / youth and at least one parent must attend one of the annual Mountain Con Orientations offered in the early fall for the age group Con appropriate to them.
- Youth must attend CYRE class an average of once per month in order to be eligible to attend youth Cons, unless approved by the DRECY.

## Behavior Management

- All youth must sign off that they will abide by the “Big Four” rules for all youth events. The Big Four are: 1) No use of illegal or controlled substances; 2) No engaging in sexual relations; 3) No bringing or using weapons; and 4) No using violence in words or actions.
- Before the event officially begins, the Youth Advisors / Chaperones will agree on the way to present and handle behavioral issues. The Advisors / Chaperones have the discretion of meeting with the youth for a review of expected behaviors and consequences before any programming begins. It can be done on site at the church before departing for an off-site event.
- If, at any point during the event, two or more adults have “reasonable suspicion” that a youth has violated one of the Big Four rules, the adults may meet with the youth and present the accusation(s). Neither adult has to witness anything, as long as both are convinced there is reasonable suspicion. The adults then have the authority to go through the youth’s belongings. If no evidence is found, the adults still have the authority to require the youth to remain under supervision of one of the adults for the next 24 hours. If evidence is found that the youth violated one of the big four, the immediate consequences shall be determined by the adults in charge, up to and including immediately sending the youth home, at his or her parent’s expense.

## Rules Specific to an Overnight at the Church:

- All youth in attendance must participate in all aspects of the lock-in.
- Upon arrival, no one is allowed to leave unless there is an emergency or prior permission has been granted.
- No one can arrive late unless prior approval has been granted.

### **Transportation:**

- All drivers must submit a copy of their driver's license and proof of insurance to CYRE staff.
- A youth may never be alone in a vehicle with an adult unless approved in writing by the youth's parent (as in the Coming of Age agreement). While two drivers are not necessary in vehicles, they are recommended for 15-passenger vans.
- On trips, drivers should coordinate the route, stopping points, and other logistical details. All drivers should exchange cell phone numbers prior to departure.
- An adult approved by CYRE staff for supervision must remain at the UCC until all youth have been picked up from an event.
- Youth may drive other youth only with the explicit approval of the DRECY or adult event coordinator. In addition, all parents of youth in the car must give their verbal or written approval, as must the parent of the driver.

### **Illness / Accident:**

- Youth Advisors are informed of the location of the nearest first aid kits. In case of anything serious, the parent/guardian will be contacted.
- Neither Youth Advisors nor the youth themselves can administer any medications without written permission from parents. This includes topical and oral medications.

### **Sleeping Arrangements:**

- Mixed gender sleeping areas are not allowed at UCC youth events. Youth are prohibited from entering the opposite gender sleeping areas once these rooms are declared "official sleeping areas" each night. Violators will suffer consequences as announced at the beginning of the event.
- Blankets, sleeping bags and bedding cannot be shared. Sleeping areas will be patrolled by the adult chaperones to ensure compliance with the Big 4 rules and sleeping area rules. Note: The Big Four prohibition against sexual relations is in effect for both single and opposite gender couples.
- Single gender sleeping areas must have a low light on all night. Mixed "awake" rooms must have full lights on and doors open, except in the case of rooms where movies are being shown – in that case, low lights are acceptable, but an adult must be in the room.
- Before each event, the Adult Chaperones / Advisors will determine whether a curfew is appropriate and workable

### **Emergency Evacuation Procedure for events at the church:**

- In the event of an emergency and/or the fire alarm goes off, everyone in the church must evacuate the building immediately. Participants in events with "contained" groups (lock-ins and retreats) should go out the nearest exit as explained by the Adult Advisor / Chaperone. The designated Adult should take the event participant list with him/her and check off each youth as present once gathered at the meeting spot.
- Larger events, like the Charlotte Con or a District training event, require a more extensive plan which the DRECY will provide all the Youth Advisors and Chaperones as soon as all participants are on site or midnight of the first night, whichever is earlier.

### **Supervision:**

- No youth may be on church grounds or go to an off-site event without approved Adult Advisors or Chaperones supervising them.
- If the person in charge has no previous experience, the DRECY, CYRE administrative assistant or a CYRE Team member must be present at the commencement of an off-site activity.

### **Personal Electronic Devices, Movies, and Music:**

- Cell phones, I-phones, I-pods and other personal electronic devices may or may not be allowed on retreats and other overnight events. This will be stated on the even permission form along with violation consequences. Parent support of this rule is critical - and expected. These devices are NEVER allowed during program sessions. If used during programming, devices will be confiscated by the Youth Advisors. No warnings needed. Devices will be returned at the end of event – not the end of that session.
- No R rated movies will be shown at RE sponsored events or programming for children younger than High School. Also, Parent Advisory CDs will not be played with the same age groups. R rated movies must be approved by the DRECY in advance.