

TRAVELING WITH MINORS

- a. Volunteers should not travel alone with a child or young person. If only one adult is available, there should be a minimum of two children or young people present for the entire journey.
- b. If an emergency situation arises where it is necessary to travel alone with a child, the child's parent or guardian should be informed as soon as possible.

TRIPS

- a. All trips and any meetings conducted off the church premises must be pre-approved by the church board. All overnight activities or miscellaneous trips must have prior documented approval of the church board. All minor attendees must have a signed parental permission slip for each trip as well as an emergency medical treatment release. Parents must be notified of adults in charge of the activity.
- b. All trips, including day trips and overnight stays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies.
<http://www.adventistrisk.org/prevention-resources/solutions-newsletter/august-2013/youth-trips!-where-are-the-rules>
<http://www.adventistrisk.org/prevention-resources/safety-topics/child-and-youth-activities>
- c. Adequate liability insurance through your local Conference and Adventist Risk Management should be in place prior to any trip.
- d. Appropriate auto insurance companies should be in place prior to any trip.
<http://www.adventistrisk.org/prevention-resources/safety-topics/drivers-and-transportation>
- e. Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.
- f. A copy of the trip itinerary and contact telephone numbers for leaders should be made available to parents and guardians.
- g. There must be adequate, gender-appropriate, supervision for boys and girls.
- h. Arrangements and procedures must be put in place to ensure that rules are followed and appropriate boundaries are maintained.
- i. The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- j. Sleeping areas for boys and girls should be separate and supervised by two adults of the same gender as the group being supervised.
If in an emergency situation, an adult considers it necessary to be in a child's sleeping areas without another adult being present he or she should immediately inform another adult in a position of responsibility.

TRANSPORTATION

- a. When transporting children or youth, there should always be two adults in each vehicle. The driver's responsibility must be focused on the highway and traffic conditions. They cannot safely drive and provide vehicle supervision at the same time.
- b. ***Why can't we use 15-passenger vans?*** The use of 15 passenger vans are not approved for use in church and school sponsored events by the Adventist Risk Management Liability. <http://adventistrisk.org/prevention-resources/solutions-newsletter/january-2017/15-passenger-vans-what-is-the-danger#.WHuzmCavWBE.email>