



ROMAN CATHOLIC ARCHDIOCESE OF BOSTON
Office of Risk Management

Field Trip Guidelines for Parishes & Catholic Schools



Domestic & International

Table of Contents

Overview..... 1
 Obtaining Permission 2
 Accidents and Insurance 2
Part I: Domestic Field Trips..... 3
 Financial Considerations..... 3
 Supervision 3
 Transportation 5
 Medical Considerations..... 6
 Student Participation..... 8
 Food Safety 8
 Overnight Field Trips..... 9
 Emergency Planning..... 9
Part II: International Field Trips 10
 Choosing Vendors..... 10
 Choosing the Location 10
 Travel Warnings 10
 Travel Alerts 10
 Entry/Exit Requirements 11
 Vaccinations 11
 Medical Insurance Considerations..... 11
 Currency..... 11
 Chaperones..... 12
 Cell Phones 12
 Emergency Planning..... 12
 Smart Traveler Enrollment 13
 Cultural Considerations..... 13
 Medications 13
 Use of Alcohol and Drugs..... 14
 Lodgings..... 14
 Use of Vehicles..... 14
In the Event of an Injury or Incident..... 14
Appendix A: Field Trip Checklist..... i
Appendix B: Parish/School Administrator Permission Form..... ii
Appendix C: Liability Waiver & Medical Authorization Form iii
Appendix D: Field Trip Permission Form iv
Appendix E: Use of Personal Vehicles for School Activities..... v
Appendix F: Emergency Action Plan vi
Appendix G: Know Before You Go Top 10 Traveler Tips vii
Appendix H: Food Allergies Fact Sheet viii
Appendix I: Distracted Driving Fact Sheet..... ix

Overview

When planned with care, field trips are an important component of the educational, spiritual and cultural development of students. The Office of Risk Management recognizes the benefits of these experiences and encourages field trips that supplement classroom learning and spiritual development. Our hope is that such trips are planned with great consideration so that all participants will have a safe and enjoyable experience. This guide was developed to aid you in the process of planning field trips to help ensure the safety of your participants. If you have encountered a situation or have a question that is not addressed in this guide, please feel free to email the Office of Risk Management at ormadmin@rcab.org, or call 617-746-5745.

All field trips should be related to the curriculum being studied at school, the catechesis being taught in parish programs, or the mission carried out by the parish. The nature and subject of field trips should never conflict with the faith and morals of the Catholic Church. An element of prayer and Christian living should also be included in each trip. All field trips should have the prior approval of the school principal or, in the case of parish-sponsored trips, the parish pastor.

The key to a safe and successful field trip is proper planning. In terms of risk management, this means identifying possible risks and taking action to avoid or mitigate those risks. This includes using due diligence when choosing field trip destinations, obtaining permission from the principal/pastor and parents/guardians, ensuring your trip is adequately supervised with the right personnel, and taking into consideration the special needs of the students.

Principals have the primary responsibility to ensure their schools follow all procedures pertaining to field trips sponsored by their school. For parishes, the ultimate responsibility lies with the pastor. However, all field trips need an organizer - either a faculty member or church ministry personnel. This person is the main point of contact for the field trip. Although this person may delegate responsibilities and have others help with the tasks of organizing the trip, ultimately this person is responsible for the following (see the appendix for a complete checklist):

- Obtaining permission from the pastor and/or principal
- Obtaining written permission and medical authorization forms from parents/guardians
- Communicating details of the trip, along with any changes, to all parties involved
- Ensuring adequate adult supervision
- Verifying CORI checks have been completed for volunteers
- Verifying that volunteers have completed Protecting God's Children training
- Obtaining emergency contact information for each participant
- Making accommodations for those with special needs
- Planning for emergencies and disciplinary issues
- Ensuring that no children attend the trip without written permission
- Maintaining a roster of all participants and giving a copy to school or parish
- Completing a driver background check on all drivers
- Making sure drivers are at least 21 years old, have a valid driver's license, have undergone a CORI check and participated in Protecting God's Children program
- Obtaining proof that contracted services have the appropriate insurance coverage in place

Obtaining Permission

Prior to receiving approval from the principal or pastor, the field trip organizer should specify, in writing, the following:

- How the students will benefit from the field trip
- How the trip fits into the curriculum or catechesis
- How the teacher/youth minister will follow up on the trip afterwards
- How the students will be prepared in advance for the trip

See the Parish/School Administrator Permission Form in the Appendix as a guide.

After obtaining permission from the pastor and/or principal, plan adequate time for parents/guardians to give their written consent. A child cannot attend a field trip without a permission form signed by a parent or guardian; verbal consent is not acceptable. The form should contain an area in which a parent can indicate special needs or considerations regarding the student. Please see the Appendix for a sample form.

Provisions must be made for any student not making the trip and left behind in school. Requiring a student to stay home is not acceptable. Teachers should be informed well in advance of the dates and the names of students participating in the trip so that tests will not be scheduled at that time. If tests are scheduled, an opportunity for make-up work should be arranged.

Accidents and Insurance

Employees are covered by workers' compensation and liability insurance while in the course and scope of their employment. Thus, an employee chaperoning on a trip is covered by RCAB's insurance program.

Students are not covered by workers' compensation; therefore, it is recommended that students provide medical insurance information.

Every accident and injury should be taken seriously. Immediately report all accidents, injuries or incidents that can potentially lead to a claim to our claims manager at 617-746-5743, or visit the website to report a claim online: <http://www.rcabrisk.org/parishes/parish-protection-program/claims>. Experience shows that the sooner a claim is reported, the faster it can be resolved. Speedy claims processing is beneficial to both the claimant and the school/parish.

Part I: Domestic Field Trips

A domestic field trip is either a day trip or, in some cases, an overnight trip within the boundaries of the United States. Whether it's a museum, a religious shrine or a ski resort, many considerations need to be made when choosing a location. Please keep the following in mind:

1. **Distance between parish or school and the destination:** Take into consideration the time of day you are travelling and the traffic you may encounter to determine how long it will take to arrive at your destination and ensure that you will be able to return to the parish/school by the designated time. A rule of thumb is that the destination should not exceed 100 miles for a day trip.
2. **Specifics of the environment:** Be sure to have someone from the planning group visit the site ahead of time to review the site with a critical eye. Look out for anything that has the potential to cause injury and be sure all other chaperones are made aware of it. We cannot predict every injury that may occur, but being aware of our environment and taking note of potentially dangerous situations may help prevent injuries.
3. **Time of year you are travelling:** Be mindful of the potential weather conditions for the time of year you are travelling. If you are going to an outdoor shrine in the summer, for example, prepare students to protect themselves from sun exposure with hats, sunglasses and sunscreen. Be mindful of heat advisories in the summer and use sound judgment in the event an advisory is issued. For example, if your trip involves spending a long period of time outdoors without shade and the National Weather Service issues a heat advisory for that day, it may be advisable to cancel the trip.

Financial Considerations

If parents are required to pay a fee for the field trip, make sure this information is stated clearly on the field trip permission form and give ample time for the parents to submit the fee. Note the accepted means of payment (check or cash), as well as if a refund is to be made in the event the trip is canceled. All field trips must have scholarships available for students who do not have the available funds for the trip. No child should be denied participation for financial reasons.

Supervision

A member of the faculty (or in the case of parish-related trips, a parish employee) must be present on every trip. The recommended ratio of chaperones to students will vary depending on the age of the children and the scope of the activity. In general, the guidelines are as follows:

- Preschool through Grade 2: One adult for every five to six children
- Grades 3-5: One adult for every eight students
- Grades 6 and higher: One adult for every 10 students

When students travel on a bus, there must be at least one adult supervisor on each bus.

CORI Checks and Protecting God’s Children

All volunteers, including parents and guardians, must undergo a CORI check and complete (or show proof of having completed) the Protecting God’s Children program. Even if a parent is only attending one field trip, it is important that he or she undergoes the necessary background checks and training. If there is an instance, however, in which a parent’s CORI check is not returned to the parish/school in time for the field trip or child protection training is not completed in time, then that parent may attend in order to accompany his or her child, but the parent should not be given any supervisory responsibility for other children, nor should the parent be left alone with a child other than his or her own child.

First Aid

For the safety of all participants, at least one chaperone/staff member should be certified in CPR and First Aid. There are many options for training, including the following:

- Red Cross, <http://www.redcross.org/ma/boston/take-a-class>, telephone: (617) 274-5200
- American Heart Association, telephone: 617-298-0699
- Life Support Systems, telephone 781-320-0030.

Keeping Track of Students

Assign chaperones to a specific group of children as one method of ensuring that students are accounted for at all times. Be sure each chaperone has a written list of the students under his/her care. In addition, the field trip leader should carry a master list of students and chaperones and emergency contact details at all times during the trip.

All younger children should wear nametags as identification. It is also helpful if the reverse side of the nametags indicate the child’s assigned chaperone and the chaperone’s cell phone number, in the event a child is lost.

In addition to adult supervision, it is advisable to use a type of “buddy system” in which children are paired up and given the task of watching out for each other. Each pair needs to be aware that whatever they do should be done with their “buddy,” whether it be using the restroom or boarding a bus. This will help ensure that children are never left alone and that each child is looking out for another. Of course, this is only a secondary method and should not replace adequate adult supervision.

Cell Phone Use/Headphones/Texting

A chaperone’s primary responsibility is to help ensure the safety of the children. All chaperones should refrain from using cell phones or other mobile devices for phone calls, text messaging or entertainment. A chaperone should not listen to music on headphones or ear buds. A chaperone’s full attention is necessary; engaging in such activity presents a distraction that is a disservice to the students. The field trip organizer may want to develop a “cell phone use policy” emphasizing the importance of refraining from using cell phones (except for emergencies) and distribute this policy to all volunteers in advance.

Transportation

The mode of transportation for each trip should be noted on the permission slips sent to parents.

Licensed Public Carriers

If using a licensed public carrier such as a chartered bus, be sure to perform due diligence and ensure that the company is reputable and insured. Obtain a certificate of insurance from the company listing the Archbishop of Boston and the parish/school as additional insured with coverage of at least \$1 million. Careful consideration should be given to arrangements for parking and entering and leaving vehicles on school/parish grounds in order to ensure student safety and avoid disturbing the regular traffic patterns.

Public Transportation/Travelling on Foot

When students travel on foot, they should be instructed and supervised regarding the crossing of streets and other safety considerations. If using public transportation, be sure to purchase all tickets or passes prior to taking the trip to avoid potential long lines and delays at the ticket booth. Be sure each chaperone has a subway/bus map and is aware of all transfers/stops ahead of time. Each chaperone must account for a specific group of children and ensure they are with the group at all times. Students should be reminded beforehand that they represent the parish/school and should act accordingly on public transportation.

Use of Volunteer or Employee Vehicles

If parents or volunteers are using their own vehicles to transport students, then in accordance with Massachusetts' law, the personal automobile liability insurance coverage of the automobile vehicle owner is primary. RCAB's Automobile Insurance will provide excess coverage if a claim(s) arising out of an accident exceeds the liability limits of the vehicle owner's insurance policy.

If a parent volunteer will be driving a group of students, obtain specific permission from the parents of each child who will be transported by the volunteer. In addition, please keep in mind that the parent driver must undergo a CORI check and participate in Protecting God's Children training. The school must also keep on file a copy of the driver's license and a copy of the driver's insurance coverage. All children in the vehicle must use a seatbelt and booster seats when applicable. Children who are seven years old or younger and less than 4'9" in height need to ride in a booster seat.

Renting Vehicles

Our auto policy provides the same coverage for private passenger-type vehicles that is provided on the parish vehicles. In the event the vehicle being rented is a high-occupancy (12-15 passenger) van, it is strongly recommended that you purchase the supplemental liability insurance from the rental agency.

Volunteer Driver Background Checks

Ministry personnel are sometimes reluctant to research the background of volunteer drivers, but the risks associated with the transportation of others is too great to ignore.

Before allowing anyone to transport children, please be sure to obtain documentation verifying the following:

- Driver is 21 years old or older;
- Driver has a current driver’s license;
- Driver does not have a physical disability that could impair his/her ability to drive safely;
- Driver has a clean driving record; i.e., he/she does not have a record of driving safety violations, including convictions for driving under the influence. Be sure to obtain a copy of the driver’s record. Contact the Office of Risk Management at 617-746-5742 for assistance, or email ormadmin@rcab.org; and
- Driver has undergone a CORI check and completed the Protecting God’s Children training.

Best Practices for Volunteer Drivers

The field trip leader should determine the route ahead of time and make this clear to all drivers. If possible, designate a co-pilot to help with directions. If you are using a GPS system, be sure to program it in advance prior to setting out on your trip.

Make sure drivers know the state law regarding cell phones and texting in both Massachusetts and, if applicable, any other state you may be travelling to or through. Laws change so do not rely on memory; be sure to find the information ahead of time by going to the following government website: <http://www.distraction.gov/content/get-the-facts/state-laws.html>

▫

Massachusetts Laws Regarding Cell Phone Use (as of June 2012)
Ban on all cell phone use (handheld and hands-free) for bus drivers - primary law
Ban on all cell phone use (handheld and hands-free) for novice drivers - primary law
Ban on texting for all drivers - primary law

A primary law means that an officer can ticket a driver for the offense without any other traffic violations taking place. All of the laws stated above are primary laws.

Cell phones are just one of many distractions while driving. Alert drivers to other dangers associated with distracted driving. Please see our fact sheet in the Appendix.

Medical Considerations

No child should be excluded from participating in a field trip for medical reasons. If a child has special medical needs, the parent of the child should be invited to attend the trip with his/her child. However, this parent will need to undergo a CORI check and, if possible, participate in the Protecting God’s Children program. If there is not enough time for the parent to participate in the Protecting God’s Children program, then the parent should only have supervisory charge over his/her child; no other child should be in the parent’s care.

Medications

No drugs of any kind (prescription and non-prescription) should be administered to any student unless otherwise stated on a student's Permission Form and arrangements are made in advance, i.e., the parent designates a specific teacher or chaperone to administer the medicine. If a student is taking a prescription medication, they should bring the medication in its prescription bottle.

Allergies

Because food and environmental allergies are becoming more prevalent, personnel on field trips must be prepared to deal with allergic reactions, including the potential for anaphylaxis. If there are students with known allergies attending the field trip, then all staff on the trip should receive basic education concerning allergies. In addition, one or two chaperones on the trip should be trained in recognizing symptoms of life-threatening allergic reactions. Please see the fact sheet in the Appendix section.

For environmentally based allergens, make note of the season, symptoms or other information volunteers/chaperones will need to know. In planning for the safety of children with food allergies, the first step is to identify whether any students on the trip have allergies. This information should already be on file with the school nurse (if applicable), teacher or religious education director.

Second, if there is a student with a life-threatening allergy that requires the use of epinephrine by auto-injector, at least one staff member/volunteer on the field trip should be trained to administer the epi-pen. If not, it may be necessary to request that the parent of the child attend the field trip. Please note that if you have a registered school nurse on staff, your school nurse may register with the Department of Health to train non-licensed personnel to administer epinephrine by auto-injector to students with diagnosed life-threatening allergic conditions. In addition, the student requiring the epi-pen must also have a care plan including physician orders in the event of an allergen exposure.

In order to avoid allergen-related incidents, please follow these additional guidelines:

- Invite parents of a student at risk for anaphylaxis to accompany their child on the trip, in addition to the chaperone. However, the student's safety or attendance must not be conditioned on the parent's presence.
- If travelling via bus, enforce a "no food" policy while on the bus. Arrange for a child with known life threatening allergies to sit near a chaperone aware of his/her allergy.
- Determine who will transport and administer the epinephrine should an emergency occur.
- Choose field trips locations with care; no student should be excluded from a field trip due to risk of allergen exposure.
- Have hand wipes available for students and staff to use before and after consuming food.

- If preparing lunches or snacks for the group in advance, use proper food safety procedures to avoid cross-contamination.
- Often in the school setting, certain tables will be designated as allergen-free. Because it may be difficult to segregate students on field trips, however, it is best to notify parents of foods to be excluded from the trip rather than attempt to segregate children.
- If eating at a restaurant, make prior arrangements and confirm that allergen-free meals are available. Let parents/guardians know the name of the restaurant in advance.

Student Participation

In planning the trip, be sure the events are age-appropriate for the students in mind. Consider specific hazards and dangers of the activity that may impact the health and safety of participants. Identify special requirements for participation, such as level of fitness and special skills needed. Participating in a field trip is a privilege. If a student's behavior warrants, the school/parish has the right to refuse a student's participation in the trip. Make alternate arrangements for the student at school if this is the case. All students are expected to act responsibly and to show respect towards one another. The organizer should have a plan to handle disciplinary issues.

Students should be adequately prepared for all field trips. It is the responsibility of field trip leader to insure that the purpose of the trip and student expectations for learning are set forth and understood by those participating in the field trip.

Inform students beforehand to keep valuables at home. Ask that students refrain from bringing electronic devices such as iPods and PDAs. These devices are not only a distraction, but there is a good chance they may be lost or stolen. If a student must carry a cell phone, enforce a "no cell phone/text messaging" policy.

Food Safety

Through the ServSafe food safety certification programs offered periodically throughout the archdiocese, the Office of Risk Management helps our parishes and schools maintain safe food handling practices. The same consideration taken in the school setting should apply to non-school settings. If food is provided on a field trip, please take basic precautions:

- If children are bringing their own lunch or snacks, inform them to bring food and drinks that will not require refrigeration.
- Some facilities may be equipped with kitchens. If school staff or volunteers will be preparing a meal, please be sure at least one person on site is certified in safe food handling.
- In addition, no glass containers should be allowed.

For information on food allergens, please see the section on Medical Considerations (page 7).

Overnight Field Trips

The ORM discourages overnight field trips for children in grades K-8. For high school students, the following additional guidelines apply:

- Assign students to rooms with students of the same age and gender.
- Do not accommodate chaperones in single rooms on their own; house them in pairs or groups with other chaperones. This helps prevent a chaperone from hosting a student in a private location. It also offers protection to chaperones against any claim that a student was "invited" to his or her room unsupervised.
- The bus driver (who will usually be housed by contract in a single room) should not be located in any area reachable by students; another hotel/motel is preferable.
- Have a method of accounting for students, such as periodic room checks throughout the evening.
- Every effort should be made for chaperones/staff to use showering facilities that are separate from the facilities used by students.
- Staff/chaperones need to be mindful of alcohol and illegal drug use among students, which is not permitted even if a student participant is of drinking age. To avoid student access to alcohol, staff and chaperones should not consume alcohol while on the trip.
- Students may not use any hotel facilities (indoor or outdoor) such as: hotel pool, hotel recreation room/physical fitness room, and/or fitness equipment.
- Students should not leave their hotel room by themselves for any reason. Students must travel in groups of two or more while staying in a hotel.
- If the overnight trip occurs during the weekend, please be mindful of the obligation to attend Mass on Sunday and make arrangements for the students accordingly.

Emergency Planning

Have an emergency plan in place ahead of time. To start, bring along an emergency kit that includes the following:

- First aid items (bandages, ice packs, sick bags, antiseptic wipes, etc.)
- Roster of students and chaperones along with emergency contact details
- Name and location of nearest emergency room
- List of important phone numbers: Poison Control (1-800-222-1222); CSO contact; ORM claims manager
- Bottled water

Establish ahead of time which staff member will call a parent/guardian in event a child is sick or injured. Be sure in advance that at least one staff member is free after the event in case a parent/guardian arrives late for pickup. Identify which staff members/volunteers know first aid and CPR. See the Emergency Action Plan in the Appendix.

Part II: International Field Trips

Because of the safety risks involved, a great deal of consideration needs to go into the planning of international field trips. The information below focuses on general guidelines for international travel. Depending on the scope of the trip, additional considerations may apply. These guidelines apply to school- or parish-sponsored trips. A school- or parish-sponsored trip is one that is supervised by school or parish personnel and the attendees are representing the school or parish. In order to minimize student and teacher absenteeism, international field trips should be planned when school is not in session.

Choosing Vendors

When searching for tour operators, guides, lodgings, and transportation, be sure to only use vendors who can provide: 1.) suitable, current references; 2.) proof of insurance coverage. Be sure to ask about their cancellation policies and receipt of payment methods. Try to get references from your peers. If you are a youth minister, for example, speak to other youth ministers about your plans; it's possible that others have had the experience and can offer recommendations.

Choosing the Location

There are many questions to consider regarding the location. Are visas required? Are there any exit requirements for U.S. citizens? Are certain immunizations required or recommended prior to arrival? What are the medical conditions like – which hospitals are recommended by expatriates? Are there safety concerns? Pay close attention to the current events. Travel to countries cited in the United States Department of State Travel Warning Listing is prohibited.

Travel Warnings

According to the U.S. Department of State, “travel warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A travel warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.” To find out about travel warnings for a specific country, go to <http://travel.state.gov> and type “Current Travel Warnings” in the search box.

Travel Alerts

The U.S. Department of State issues travel alerts “to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a travel alert.” In addition, the Department of State will issue weather-related advisories for specific countries. To find out about a specific country, go to <http://travel.state.gov> and type “Current Travel Alerts” in the search box.

Entry/Exit Requirements

The State Department website contains information on entry and exit requirements for each country. Go to <http://travel.state.gov/> and enter “Country Specific Information” in the search box. Countries will be listed in alphabetical order. **Be sure to account for the time it will take for students and chaperones to obtain passports and, if necessary, visas.** In addition, verify that you and the other travelers have signed your passports and filled in the emergency information page of the passport.

Upon return to the U.S., each traveler will have to undergo customs examination. Students are responsible for their individual declaration and payment of customs duty tax. For more information, see the Department of Homeland Security’s **Know Before You Go** fact sheet located in the Appendix.

Vaccinations

Some countries require vaccinations that are not routine in the U.S. Often vaccinations need to be in the traveler’s system for a few weeks prior to travel, so planning ahead is crucial. Find out what the requirements are for the country you are visiting and be sure to have all students and chaperones vaccinated well in advance. This information can also be found on <http://travel.state.gov/> under “Country Specific Information.”

Medical Insurance Considerations

Be sure to check your overseas medical insurance coverage, and advise parents to do the same. Ask your medical insurance provider if your policy applies overseas and if it covers emergency expenses such as medical evacuation. If it does not, consider purchasing supplemental insurance.

Please note that some international programs, such as Habitat for Humanity, will provide international medical insurance and crisis assistance as part of their program – the costs are included in their program fees.

Currency

Find out which currencies are accepted. Most western European countries have converted their monetary systems to the Euro, but there are a few exceptions, such as the UK and Switzerland. Find out the official exchange rate for dollars into the country’s currency. The exchange rate will fluctuate so be sure to check it just prior to departing. Exchange currency in advance so that you have enough foreign cash to cover initial transportation costs while on the ground, as well as tips and small meals. Try **not** to exchange currency at an airport kiosk as these usually charge higher rates. Banks in city centers often offer the best rates. When changing currency back to dollars, remember that foreign coins cannot be exchanged for U.S. dollars – be sure to spend or donate coins before you leave. You may want to consider purchasing travelers checks or cash passports (prepaid currency cards) prior to departure. Companies that offer these services include American Express, Thomas Cook and Travelex.

Chaperones

The same guidelines apply for domestic trips as for international trips: make sure you have enough adult supervision. Be sure you have at least two chaperones trained in first aid and CPR. Allow plenty of time for chaperones to obtain passports and, if necessary, visas.

If visiting a country where English is not the first language, at least one chaperone on the trip should speak the country language fluently. And, of course, all chaperones must undergo a background check and show proof of participation in the Protecting God's Children program.

Cell Phones

For both practical reasons and in the event of an emergency, the field trip leader and preferably the chaperones should each carry a cell phone. However, many U.S. cell phones do not work internationally, or the charges imposed by U.S. service providers are prohibitive. First, call your service provider to find out if your phone will work abroad and, if it does, inquire about the usage fees. Other options include renting an international phone from a U.S. company or buying a SIM card that you can insert into your current phone – this option typically buys you lower rates and a local number.

Be sure to ask about international text messaging and data plans if you intend to use your phone for text messaging or to access the Internet.

Emergency Planning

Emergency planning is more important than ever when venturing abroad. To begin, the organizer must carry copies of the following documents with him/her on the trip (and must leave copies of these documents with the school administrator):

- The trip itinerary with details of each day's events, including flight schedules, transportation to and from the airport, addresses of hotels and specific dates of stay, address of restaurants booked, etc. A school administrator should be able to ascertain where your group is at all times by referring to the itinerary.
- The names/cell phone numbers of all chaperones, along with their relationship to the students on the trip.
- The names and home phone numbers of all students, along with emergency contact information and medical insurance provider details.
- Copies of everyone's passport data page and visa, if applicable.
- Copies of all permission slips, including medical information.

- Directory of addresses and telephone numbers of U.S. Embassies and/or Consulates located in the countries being visited. You will need to contact an embassy or consulate immediately if a passport is lost or stolen.
- Directory of recommended medical facilities in countries being visited. Research the medical facilities in advance in order to determine which are the ones that expatriates regularly use. This can be done by going to <http://travel.state.gov/> and doing a search for “Country Specific Information.” Choose the country you are visiting and look for the section titled “Medical Facilities and Health Information.”

Be sure to develop a plan in the event a student is ill and parents need to be contacted, or if a disciplinary issue causes you to send a student home prior to the end of the field trip.

Smart Traveler Enrollment

Before you depart for your trip, sign up for the Free Smart Traveler Enrollment Program (STEP). This is a free service provided by the U.S. Government to U.S. citizens who are traveling to a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. Enrolling in this program will help the State Department contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling. Please note that in accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization.

Cultural Considerations

Prior to the trip, be sure the students have familiarized themselves with the culture and customs of the country you are visiting. Do a little research into the laws of the country – <http://travel.state.gov/> is a good resource for this. Note that you are subject to the country’s laws while you are there.

Remind students that they are ambassadors of the U.S. and should always act accordingly. This includes getting to know the customs of the country and following those customs. Stress the importance of showing respect when visiting places of worship and be sure to pack appropriate attire – dress codes may be more formal than in our country. For example, St. Peter’s Basilica in the Vatican enforces a strict dress code: no shorts, bare shoulders or miniskirts.

Parents and students must understand that a breach of discipline may lead to expulsion. A student may be required to return to the U.S. early, unaccompanied and at the expense of the parent.

Medications

No drugs of any kind (prescription or non-prescription) should be administered to any student unless otherwise stated on a student’s Permission Form and arrangements are made in advance; i.e., the parent designates a specific teacher or chaperone to administer the medicine. If students or chaperones are taking prescription medications, they should bring their medications in the original prescription bottle.

Use of Alcohol and Drugs

In some countries, the legal drinking age is much lower than ours, or non-existent. Regardless of the legal drinking age in the country you are visiting, no student should be allowed to drink alcohol. Those possessing or using illegal substances will be subject to the criminal laws and penalties of the country they are in.

Lodgings

Room inspections should be conducted in the evening to ensure that 1.) the students are in their assigned rooms; 2.) the students are not entertaining guests and 3.) alcohol and/or illegal substances are not present. Students are not to leave their lodgings by themselves for any reason. Students must travel in groups of two or more and must receive permission from the chaperone before leaving their lodging for any reason not directly related to field trip activities. Students may not use any lodging facilities (indoor or outdoor) such as: hotel pool, hotel recreation room/physical fitness room, and/or fitness equipment.

No recreational swimming should be allowed. **There should be no deviation from the list of activities specified on the signed parental consent form.**

Use of Vehicles

Students MAY NOT operate or ride any motorized vehicle, such as a car, scooter, motorbike, or boat, regardless of consent or approval of anyone.

In the Event of an Injury or Incident

- Contact local authorities
- Contact your school administrator
- Contact parent/guardian of student involved
- Contact the Office of Risk Management Claims Manager at 617-746-5743; email: ormclaims@rcab.org.

Appendix A: Field Trip Checklist

General Preparation

- Put field trip goals and objectives in writing.
- Obtain permission from school administrator/pastor.
- Determine means of transportation.
- Determine number of chaperones needed.
- Send field trip permission forms/medical authorization waivers to parents/guardians.
- Allow time for CORI checks to be done and verify information.
- Allow time for completion of Protecting God's Children program and verify that it has been completed.
- If using volunteer drivers, verify age, background check, driver's history and completion of Protecting God's Children program.
- If volunteer is driving other students, obtain permission from parents of students.
- Be sure all volunteers are aware of cell phone/text messaging policy.
- Verify that every student has handed in a permission slip.
- Make alternate arrangements at school for any child not attending.
- Have plan in place in case of disciplinary issues.

Emergency Planning

- Prepare first aid kit to bring on trip.
- Prepare emergency action plan.
- Prepare roster of students and chaperones, along with emergency contact information.
- Determine if any child has special needs or medical conditions, including food or environmental allergies.
- If a child has severe food allergies, ensure proper protocols are in place.
- Determine who will notify parent in event of accident/injury.
- Confirm that at least one chaperone/staff member is certified in CPR/first aid.

Other

- _____
- _____

Appendix B: Parish/School Administrator Permission Form

Field Trip Organizer: _____ Class: _____

Students Attending: _____ # Chaperones: _____ (How many staff: _____; volunteers _____)

Chaperones Certified CPR/First Aid: _____ Adult/Student Ratio: _____

Destination: _____ Date(s) of Trip: _____

Distance RT: _____ Date/Time of Departure: _____ Departure Location: _____

Date/Time of Return: _____ Return Location: _____

Methods of Transportation

DAY TRIP: ___ Bus: _____ ___ Public Transportation ___ Walking ___ Other: _____	OVERNIGHT/INTERNATIONAL: ___ Bus: _____ ___ Airline: _____ (cities of departure/arrival) ___ Train: _____ (cities of departure/arrival) ___ Other: _____
--	---

Purpose of Trip:

How Does this Relate to the Curriculum:

Follow-up Activities Planned:

Total Cost of Trip: _____ Cost per student: _____ Method of Financing Adults: _____

STAFF GOING ON TRIP:

Name:	Name:
Name:	Name:

OTHER CHAPERONES/AFFILIATION:

Name:	Name:
Name:	Name:

Approvals	Date	Approvals	Date
Submitted by:		Principal/Pastor:	

Appendix C: Liability Waiver & Medical Authorization Form

_____ Parish of _____, Massachusetts (the "Parish")

Acknowledgement and Assumption of Risk

The undersigned participant, parent and/or legal guardian, does hereby acknowledge that I am or he/she is aware of the dangers and risks to person and property by participating in: _____

_____.

Nevertheless, I, or the undersigned parent and/or legal guardian, voluntarily elect to participate in this activity with knowledge of the danger involved, and hereby agree to accept and assume any and all risk of property damage, personal injury, or death.

Medical Authorization, Indemnification and Waiver of Liability

In consideration for being allowed to voluntarily participate in the above-referenced event, I hereby:

- a.) Consent to receive medical treatment, which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law;
- b.) Agree to defend, indemnify, and hold harmless the Parish and the Roman Catholic Archbishop of Boston, a Corporate Sole, and its agencies, officers, and employees from and against any and all claims of any nature including all costs, expense and attorneys' fees, which in any manner result from actions during this activity or event; and
- c.) Waive and release forever the Parish and the Roman Catholic Archbishop of Boston, a Corporate Sole, and its agencies, officers, and employees from any and all liability for death, disability, personal injury, property damages, property theft, or claims of any nature which may hereafter accrue as a direct or indirect result of the participation in the activity or event.

Further, I affirm that I am at least 18 years of age and am freely signing this agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies that may otherwise be available regarding any losses sustained as a result of participating. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

Signature: _____ Date: _____

Printed Name: _____

Name of Minor, if applicable: _____ Age of Minor: _____

Emergency Contact Telephone No.: _____

Insurance Carrier Name and Policy No.: _____

Important Medical Information About Your Child (allergies, etc.): _____

Appendix D: Field Trip Permission Form

Use this in conjunction with the *Liability Waiver and Medical Authorization* form.

Dear Parent/Guardian,

Please read the information at the top of this form, then sign the permission slip at the bottom of this form and return it to us by _____.

Field Trip Information

Date: _____ Location: _____

Purpose: _____

Cost: _____ Cash or check payable to: _____

Means of Transportation: _____

Time of departure from school: _____ Time returning to school: _____

Special Instructions: _____

Save this part of the form for future reference.

Cut here-----*Cut here*

Sign this part of the form and return it to your child's teacher.

_____ has permission to attend a field trip to _____ on _____.

Enclosed, please find cash/check in the amount of _____.

Special considerations and information regarding my child: _____

In an emergency, please contact:

Name: _____ Phone: _____; Cell: _____

Parent/Guardian Signature: _____ Date: _____

Appendix E: Use of Personal Vehicles for School Activities

Trip Destination: _____

Date/Time of Departure: _____

Estimated Date and Time of Return: _____

Purpose of Trip: _____

Name of Driver: _____

Age of Driver: _____ Drivers' License Number: _____

Name(s) of passenger(s): _____

Under Massachusetts' law, when parents use their own vehicles for authorized school-related activities, their personal automobile liability insurance is primary. The Roman Catholic Archbishop of Boston Automobile Insurance is secondary for excess coverage under such circumstances.

While not required, the recommended minimum coverage for automobile bodily injury is a limit of \$100,000 per person or \$300,000 per accident and property damage coverage of \$100,000. The vehicle should also have medical payments and uninsured and underinsured coverage. Medical payment coverage pays for the medical expenses for all the occupants of the vehicle. This is usually written for \$5,000 per person for a total of \$25,000; however, it is possible to purchase a limit of \$50,000 (or \$10,000 per passenger) or higher. Considering present medical costs, obtaining higher limits is a prudent choice.

Signature of Parent/Driver

Date

Student's Signature (when applicable)

Date

**Appendix F: Emergency Action Plan
Procedures for Calling 911 on a Field Trip**

DO NOT LEAVE THE INJURED PERSON ALONE OR WITHOUT AN ADULT PRESENT

1. **REMAIN CALM.** This helps the operator receive your information.
2. **DIAL 911.**
3. My name is _____. I am a [your role] at [Parish/School].
4. I need paramedics now.
5. My exact address is _____.
6. There is a person with a [TYPE / LOCATION OF INJURY] injury.
7. The person's name is _____ and he/she is _____ years old.
8. The person is located at _____ on the [N/S/E/W] side of facility.
9. I am calling from [telephone number].
10. [Name of person] will meet the ambulance.
11. **Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Hang up the phone when all of the information is correct and verified.**
12. **Wait until the dispatcher hangs up first and wait with person until EMS arrives.**
13. **Paramedics will take over care of the person when they arrive. A chaperone must accompany injured student(s) in the ambulance and remain with the student until parent/guardian arrives.**
14. **Call the parent/guardian.**
15. **Call the Principal/Headmaster/Pastor, the ORM, and the CSO immediately.**

Principal/Headmaster/Pastor Phone Numbers: _____

Catholic Schools Office: (617) 779-3604 **Office of Risk Management:** (617) 746-5743

Additional Numbers: _____

Source: Boston Public Schools

Appendix G: Know Before You Go Top 10 Traveler Tips

From the U. S. Department of Homeland Security Customs & Border Protection www.cbp.gov

1. Have all the required travel documents for the countries you are visiting, as well as identification for re-entry to the U.S. Passports are required for re-entry to the U.S. by air. Visit www.travel.state.gov for destination information.
2. Declare everything you are bringing in from abroad, even if you bought it in a duty-free shop. This merchandise is also subject to U.S. duty fees and other restrictions.
3. Be cautious when buying something from a street vendor. Keep in mind that the merchandise may be counterfeit and/or unsafe and you may have to surrender it to U.S. Customs and Border Protection when you get home.
4. Know that things bought abroad for personal use or as gifts are eligible for duty exemptions. If you are bringing them back for resale, they're not.
5. Know the difference between prohibited merchandise (such as ivory, tortoise shell products, absinthe, and counterfeit items) and restricted merchandise.
6. Be aware that many foreign-made medications are not FDA-approved, and you cannot bring them into the U.S. Also, when travelling abroad, bring only the amount of medication you'll need during the trip.
7. Don't bring any Cuban-made products into the U.S., no matter where you purchased them.
8. Don't bring any food into the U.S. without first checking to see if it is permitted. Also, any and all live birds and bird products, whether for personal or commercial use, may be restricted and/or quarantined.
9. Understand that the Customs and Border Protection officers can inspect you and your belongings without a warrant. This may include your luggage, vehicle, and personal searches, and is meant to enforce our laws as well as protect legitimate travelers.
10. Read our helpful brochure, "Know Before You Go," before traveling. Print copies may be requested online, or view the web version at www.cbp.gov under the Travel section.

Appendix H: Food Allergies Fact Sheet

What do you need to know?

- Food allergies can kill.
- Millions of people have food allergies.
- Food allergies are on the rise in children.
- There is NO cure for food allergies.
- Staying away from food allergens is the ONLY way to avoid reactions.

ANY FOOD CAN BE AN ALLERGEN. The most common food allergens are:

- Tree nuts and peanuts
- Milk products
- Soy
- Wheat
- Fish & Shellfish
- Eggs

Spot a Reaction: Safe a Life!

- Symptoms appear within seconds to hours.
- Symptoms range from skin rash to trouble breathing to death.
- Get help right away – call 911.

What Can You Do?

- Keep foods simple – allergens often hide in soups, dips and homemade goodies.
- Check food labels for allergens every time – manufacturers change ingredients of food products from time-to-time.
- Stop cross-contamination – prepare foods with clean hands, workspace, utensils, pans and dishes.

Keeping Kids Safe

- Remind kids to ask before they eat – “Is this safe for me?”
- Keep kids from trading meals and snacks.
- Confine food to eating areas.
- Wash hands and eating areas after meals and snacks.
- Limit crafts that use food items.
- Act quickly if a child reports feeling sick after eating.

Source: <http://www.foodallergy.rutgers.edu>



RCAB
Office of Risk
Management

Distracted Driving

Summer 2012

For Parish and School Communities

“Every single time you take your eyes off the road or talk on the phone while you’re driving - even for just a few seconds - you put yourself and others in danger.” Ray LaHood, US Secretary of Transportation

Distractions include:

- Cell phone use
- Texting
- Eating or drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a GPS
- Watching a video
- Adjusting a radio, CD or MP3 player

Massachusetts Law

Ban on all cell phone use - handheld and hands-free - for bus drivers (primary law)

Ban on all cell phone use - handheld and hands-free - for novice drivers (primary law)

Ban on texting for all drivers (primary law)

A primary law means that an officer can ticket a driver for the offense without any other traffic violations taking place.

What is Distracted Driving?

Distracted driving is not new; it has been an issue for as long as humans have been driving cars. Distracted driving is any activity that could divert a person’s attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety, but there are three main types of distractions:

Manual: taking your hands off the wheel;

Visual: taking your eyes off the road; and

Cognitive: taking your mind off driving.

Cell phone use is the most dangerous of all distractions because it requires visual, manual and cognitive attention from the driver.

Cell Phone Statistics

The National Safety Council reports that drivers who use cell phones are four times more likely to be in a crash while using a cell phone. Using a cell phone while driving, whether it’s hand-held or hands-free, delays a driver’s reactions as much as having a blood alcohol concentration at the legal limit of .08 percent.

Studies also show that headset cell phone use is not substantially safer than hand-held use. The burden of talking on a cell phone - even if it’s hands-free - saps the brain of 39% of the energy it would ordinarily devote to safe driving.

Text Messaging

Anyone who spends time with a teenager knows that text messaging is a prevalent means of communication for young people. In the month of June 2011, more than 196 billion text messages were sent or received in the US, up nearly 50% from June 2009.

Text messaging and driving, however, are a fatal mix. Studies show that text messaging creates a crash risk 23 times worse than driving while not distracted. Sending or receiving a text takes a driver’s eyes from the road for an average of 4.6 seconds. At 55 mph, that’s like driving the length of an entire football field, blindfolded.



If it’s dangerous, why do people do it?

Some people still don’t know how dangerous distracted driving is. Others know about the risks of texting and talking while driving, but still choose to do so anyway. They make the mistake of thinking that statistics don’t apply to them.

Still others simply lead busy, stressful lives and use cell phones and smart phones to stay connected with their families, friends, and workplaces. They forget or choose not to shut these devices off when they get behind the wheel.

Cell Phone Use Policy

To help educate your drivers, you may want to institute a distracted driving policy for your parish or school. Put the policy in writing and ask all who drive as part of their job or ministry (both staff and volunteers) to read and sign the policy.

The policy should include a pledge not to talk on the phone or text while driving. In addition, be sure drivers are aware of the laws. Because the law varies from state to state, never assume the law is common knowledge.

Distraction.gov

For more information, please see the official US government website for distracted driving: distraction.gov

Sources: National Highway Traffic Safety Administration and the US Department of Transportation.