

## **FIELD TRIP SAFETY POLICY**

1. Parents/guardians must sign Religious Education (RE) registration forms giving permission for each child to go on field trips. Leaders participating in field trips must sign the Code of Ethics Statement and the Child & Youth Protection Policy.
2. The destination and expected times of departure and return will be communicated through email and/or phone/cell phone by the RE teachers or the Director of Religious Education (DRE). The teachers/leaders will carry with them at all times a cell phone, a list of names, cell phone numbers of parents/guardians, and any special medical information, including dietary restrictions and allergies, of the participants.
3. A minimum of two adults must be in the group for the duration of the trip. There must be a ratio of one adult for every five young people. A non-attending adult emergency contact person from All Souls will be designated prior to the start of the field trip.
4. All drivers must have car insurance. The name and policy number of the insurance company must be filed in the RE office.
5. Drivers and passengers must wear seat belts at all times. Children shorter than 4'9", by law, must be in appropriate car seats.
6. If the driver of a vehicle is under the age of 21, passengers are to be driven only with written permission of their parent/guardian.
7. A First Aid traveling kit must be taken on all field trips.

Based on the All Souls Church Safety Policy for Children and Youth, 1996  
Approved on May 10, 2001.  
Revised 3/12/09