

Sample Youth Protection, Abuse Prevention, and Comprehensive Risk Management Policy

(For Drafting Purposes Only – Subject to City Attorney Review)

Savannah Symposium Trip (JYCG Program)

Section 1. Purpose and Applicability

Participation in off-site youth programming involves inherent risks, including but not limited to allegations of sexual abuse, physical abuse, negligent supervision, transportation-related injury, premises liability, property damage, and general negligence.

This Youth Protection, Abuse Prevention, and Comprehensive Risk Management Policy (“Policy”) provides sample language that may assist in establishing mandatory standards of conduct and supervision to safeguard participants, limit potential liability, and demonstrate reasonable care and due diligence.

This document is a sample only. It should not be adopted or implemented without review and approval by the City Attorney.

Section 2. Definitions

- **Youth Participant:** Any program attendee under age 18.
 - **Chaperone:** Any adult designated to supervise youth.
 - **Abuse:** Includes sexual abuse, molestation, exploitation, physical abuse, or emotional harm as defined under Georgia law.
 - **Negligence:** Failure to exercise the standard of care that a reasonably prudent person would exercise under similar circumstances.
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Section 3. Screening and Training

1. **Background Checks:** All chaperones and volunteers must undergo a criminal background check (local, state, and federal, where permitted) prior to participation. Background checks should be repeated every three year.
2. **Sex Offender Registry Check:** All chaperones and volunteers must also be screened against the National Sex Offender Public Website (www.nsopw.gov) before participation.

3. **Training:** All chaperones must complete training covering:
 - Recognition and prevention of abuse and grooming behavior.
 - Georgia mandatory reporting laws.
 - Transportation and vehicle safety protocols.
 - Medical emergency response.
 - Incident documentation and reporting procedures.
 4. **Acknowledgement:** Chaperones must sign an acknowledgement form agreeing to comply with this Policy once formally adopted.
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Section 4. Abuse Prevention and Supervision Standards

1. **Two-Adult Rule:** No youth may be left alone with a single adult under any circumstance. Two screened adults must be present during all supervision activities, including room checks and medical transport.
 2. **Buddy System:** Youth must remain in pairs at all times during travel, lodging, and activities.
 3. **Room Assignments:** Youth shall be housed two per room. Adults shall not share hotel rooms with youth. Room keys shall not be shared.
 4. **Boundaries:** Physical contact must remain appropriate (e.g., handshakes, high fives). Adults may not engage in prolonged, private, or unnecessary physical contact. No adult may privately communicate with youth outside of trip-related purposes.
 5. **Room Checks:** Conducted nightly by two same-gender adults when possible. Logs must be maintained documenting date, time, and name of checking adults.
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Section 5. Transportation Liability Management

1. **Commercial Carrier:** A licensed bus company should be contracted, with a valid Certificate of Insurance naming the sponsoring city as an Additional Insured.
2. **Driver Qualifications:** Only certified drivers meeting DOT and state requirements may operate passenger vehicles. Chaperones are prohibited

from driving 15-passenger vans unless specifically approved, credentialed, and insured.

3. **Seat Belts:** Mandatory at all times. Non-compliance may result in discipline or removal.
 4. **Headcounts:** Documented before departure, after meals, and at each stop.
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Section 6. Health and Medical Risk Management

1. **Medical Forms:** Parents/guardians must provide written medical authorization, emergency contacts, and disclosure of allergies/conditions.
 2. **Medication Handling:** Prescription medications should be stored and administered only by a designated adult, with parental consent.
 3. **First Aid:** At least one chaperone must maintain current CPR/First Aid certification.
 4. **Medical Emergencies:** Two adults must accompany any student seeking medical treatment. Incident reports should be completed within 24 hours.
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Section 7. Conduct, Discipline, and Behavioral Risks

1. **Prohibited Substances:** Use or possession of alcohol, drugs, vaping, or tobacco is strictly prohibited.
 2. **Harassment, Bullying, Hazing:** Strictly prohibited. Violations may result in immediate removal and referral to law enforcement.
 3. **Curfew:** 10:30 PM. Violations will be documented and reported to parents.
 4. **Violence:** Fighting or physical altercations result in immediate removal and parental retrieval.
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Section 8. Property Damage and Premises Liability

1. **Hotel Rooms:** Pre- and post-trip inspections should be conducted with hotel staff. Documentation should include photographs if damage is observed.
2. **Responsibility:** Students/guardians are financially liable for damage caused to hotel or City property.

3. **Lost Property:** The sponsoring entity is not responsible for lost, stolen, or damaged personal items.
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Section 9. Social Media, Privacy, and Reputational Risks

1. **Photography:** Only designated Media Team members may take approved photos. No photos permitted in private settings.
 2. **Consent:** Parental consent required for public posting.
 3. **Reputation:** Chaperones are prohibited from making public statements on behalf of the City without authorization.
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Section 10. Incident Reporting and Documentation

1. **Mandatory Reporting:** Suspected abuse must be reported immediately to the Trip Leader and appropriate authorities in compliance with Georgia law.
 2. **Incident Reports:** Required for all accidents, injuries, illnesses, property damage, or misconduct. Reports should include date, time, location, involved parties, witnesses, and corrective actions.
 3. **Retention:** Records should be maintained for no less than seven (7) years.
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Section 11. Enforcement and Ongoing Risk Controls

1. **Adult Violations:** Chaperones violating this Policy may be immediately relieved of duties, subject to discipline, and referred to law enforcement if warranted.
 2. **Youth Violations:** Students violating this Policy may be dismissed from the trip at guardian expense.
 3. **Legal Defense:** This sample Policy is intended to illustrate reasonable care measures but does not waive governmental immunities or legal defenses available under state law.
 4. **Ongoing Risk Controls:** The insurance carrier may recommend additional risk control and management practices for future youth events to ensure continuous improvement and to further limit exposure.
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Acknowledgement of Chaperone Responsibilities (Sample)

I acknowledge that this is a sample policy, subject to legal review and formal adoption. I further acknowledge that once formally adopted, compliance will be a condition of my participation as a chaperone.

Trip Dates: September 19–21, 2025

Location: Savannah, Georgia

Chaperone Name (Printed): _____

Signature: _____

Date: _____

Chaperone Name (Printed): _____

Signature: _____

Date: _____

Chaperone Name (Printed): _____

Signature: _____

Date: _____

Chaperone Name (Printed): _____

Signature: _____

Date: _____