

Catholic Pro-Life Committee (CPLC) Safe Environment Policy / Implementation
Youth Events

Youth: When CPLC event involves transporting youth or an overnight event, all youth must submit:

- *CPLC Release of Liability* form provided by CPLC YFL.
- *CPLC Permission Slip/Emergency Release Form* provided by CPLC YFL

Adult: All adults age 18 and older working with youth at any CPLC-sponsored event must submit completed and current Safe Environment Clearance (SE). An 18-20 year old SE cleared adult may not be a second adult to meet the “two adult” requirement. Two SE cleared adults over 21 years constitute the “two adult” requirement.

- Within the Diocese of Dallas: Obtain a copy of SE documentation from parish or school and fax to CPLC Safety Officer, 1-888-816-7923.
- Outside the Diocese of Dallas: Obtain SE documentation from parish or school and fax to CPLC Safety Officer, 1-888-816-7923. Documentation must be equivalent to the Diocese of Dallas SE; therefore, must include:
 - Safe Environment Training
 - Background Check
 - Statement that their SE clearance is “current” within their diocese

During Event:

- Each event will be evaluated according to a risk factor:
 - Low risk: 2 adults per 24 youth (*group setting*)
 - Medium risk: 2 adults per 12 youth (*Boot Camp, SCAT*)
 - High risk: 2 adults per 10 youth (*SWC*)
 - Bishop’s Dinner: 2 adults per table of youth
 - High risk in large group: 1 adult per 6 with minimum of two adults per youth group (*Rally - Ft. Worth diocese*)
 - Higher risk in larger group: 2 adults per 8 youth (*MFL*)
- Overnight events – men will be with the male youth and women will be with the female youth.
- One adult will never be alone with youth.
- There will always be at least two SE cleared adults 21 and older together with youth at all times.

Transportation:

All youth provide personal transportation to and from event.

Once at event:

- Any transporting of youth can only be done with approved driver and approved vehicle.
 - Driver requirements:
 - Minimum age required for driver is 21.
 - Drivers must have an SE Cleared Driver Record:
 - If driver already has an SE Cleared Driver Record, this will already be noted on their SE Clearance records from the owner of their SE

Records. Note: If you did not sign an MVR Release Statement, you do not have an SE Cleared Driver Record. It is not part of the standard SE Clearance.

- If driver does not have an SE Cleared Driver Record:
 - 1) Obtain a Motor Vehicle Release (MVR) Statement from CPLC Safety Director. Email request to: bculling@prolifedallas.org.
 - 2) Complete the MVR Release Statement and fax to CPLC Safety Officer at 1-888-838-2752.
 - 3) CPLC Safety Director will obtain driving record.
- All Safe Environment requirements apply.
- If driver is not a chaperone, youth can not be left alone with the driver. Nor can the driver be counted as one of the two required chaperones.
- Copy of insurance / proof of liability and insurance for passengers
- If using a vehicle from Diocesan school, parish or other source:
 - School or parish provides a letter on parish/school letterhead stating:
 - The name of the driver,
 - That the driver is trained,
 - That the driver's record has been checked and is on file there
 - That the bus is insured and that a copy of that insurance is on file there.
 - Youth are never to be left with the bus without two SE cleared adults present at all times. If the driver is SE cleared, one additional SE cleared adult is required at all times.
 - Bus from other source provides a copy of Liability Insurance on driver and vehicle with a statement that CPLC is covered by the insurance..
 - Youth are never to be left with the bus without two SE cleared adults present at all times
 - Commercial Buses must provide a copy of Liability Insurance on driver and vehicle with a statement that CPLC is covered by the insurance.
 - Youth are never to be left with driver without two SE cleared adults present at all times.

CPLC SE Policies

Chaperone:

Chaperones must be age 21 and older. Chaperones working with youth at any CPLC-sponsored event must submit completed and current Safe Environment Clearance (SE).

- Within the Diocese of Dallas: Provide SE documentation from parish or school.
- Outside the Diocese of Dallas: Obtain SE documentation from parish or school and fax to CPLC Safety Director, 1-888-816-7923. Documentation must meet USCCB minimum guidelines; therefore, must include:
 - Safe Environment Training with date of training.
 - Background Check with date and status (clear)
 - Statement from parish/school or diocese that their SE clearance is “compliant” and “current” within their diocese.

These policies will be adhered to for any CPLC event where we are responsible for youth.

When it is a co-sponsored event, these policies will be adhered to for our youth.

When it is an event where various youth groups come with their sponsors (i.e. the Pure Reality Rally), and we are not responsible for any youth, these policies are not required. However, all CPLC team members at such an event must be Safe Environment compliant according to the policies of the Diocese of Dallas. Proof of such compliance must be on file in the CPLC Safe Environment Office.