

Overnight and Travel Programs/Events Policy

SEASPAR's policy strives to promote safe travel to and from activities sponsored and/or organized by SEASPAR for minor and vulnerable adult participants, as well as those where minor and vulnerable adults serve SEASPAR as volunteers. SEASPAR also strives to provide safe, healthy and rewarding experiences to minor and vulnerable adult participants and volunteers engaged in overnight and travel programs/events. SEASPAR intends the guidelines below to work within SEASPAR's mission and ensure the events surrounding minor and vulnerable adult participant travel meet those same mission goals.

Application

This policy applies to all SEASPAR employees and volunteers.

Transporting Minor and Vulnerable Adult Participants

When SEASPAR provides transportation for an overnight program or event, SEASPAR should communicate that information to the parents/guardians in writing and in advance. SEASPAR requires the parent/guardian of the minor or vulnerable adult to sign a registration waiver prior to the commencement of the program/event. SEASPAR prohibits all volunteers, as well as any employees with no transportation duties for SEASPAR (i.e., non-drivers), from transporting participants or volunteers during or for SEASPAR programs. SEASPAR assigns driving duties and responsibilities to employees with transportation duties for SEASPAR (i.e., drivers) and endeavors to have a second SEASPAR employee or volunteer in the vehicle when transporting minor or vulnerable adult participants or volunteers.

All SEASPAR employees and volunteers must follow all guidelines set in SEASPAR's Driver Manual as well as the *Boundary Violations Policy* and other policies and procedures regarding sexual abuse prevention.

Supervising Overnight and Travel Program/Events

SEASPAR strives to communicate with parents/guardians of minor and vulnerable adult participants and volunteers in writing and in advance when SEASPAR begins and ends supervision for the participants/volunteers in overnight programs, so parents/guardians can arrange for supervision outside of the program or event as needed and in their sole discretion. For example, if SEASPAR plans to supervise minor or vulnerable adult participants during the practice and tournament of a basketball event, SEASPAR should communicate with parents/guardians that the parents/guardians need to arrange for supervision during the overnight and other portions of the trip.

Employee/volunteer to participant supervision ratios must be appropriate for the situation and program, but at least two adults should always be present during overnight programs, regardless of the number of minor or vulnerable participants in attendance.

Sleeping and Showering Arrangements

SEASPAR strives to communicate clearly, in advance and in writing, to the parents/guardians of minor/vulnerable adult program participants and volunteers the sleeping arrangements for an



overnight event or program (e.g., single or double occupancy rooms, whether SEASPAR employees/volunteers will provide door-to-door check-ins, etc.).

The goal for all overnight trips is for employees/volunteers and participants to use separate sleeping quarters and showering facilities, so SEASPAR overnight programs should design and budget with this standard in mind. If an adjoining room is not an option, and an employee/volunteer must stay in the same room as minor or vulnerable adult participants (or an employee in the same room as a minor or vulnerable adult volunteer), SEASPAR prohibits sharing beds with participants.

Adults also must not use showering facilities at the same time as minors or vulnerable adults unless specifically required by federal, state or local laws as described below. Employees/volunteers should respect the privacy of minor or vulnerable adult participants and volunteers in situations that are private in nature, such as when they are using the bathroom, changing clothes and showering; adults must also protect their own privacy in similar situations. When possible, employees/volunteers and minor/vulnerable adult participants should enter and exit general sleeping, changing or other quarters as a group, with the goal being to prevent any scenario that leaves any individual minor or vulnerable adult participant or volunteer alone with a SEASPAR employee/volunteer.

Nothing in this Policy shall prevent SEASPAR from providing adequate supervision during changing clothes, showering, toileting or similar private situations; rather staff should take measures to ensure privacy is given to the minor or vulnerable adult participant or volunteer (e.g., an adult employee/volunteer can stand at the entrance of the public bathroom to do headcounts and supervise but will not go into the bathroom stall with a minor participant or go into a single-use bathroom with a minor participant). Nothing in this Policy shall prevent SEASPAR from adhering to federal, state or local laws regarding reasonable accommodations for individuals with disabilities as discussed in the section **Interplay with the ADA** below.

Prohibited Activities

All employees/volunteers participating in travel and overnight programs and events must review SEASPAR's policy and procedures regarding the prevention of sexual abuse, including, but not limited to, SEASPAR's *Boundary Violations Policy* and *Code of Conduct for Individuals Working with Minor and Vulnerable Adult Participants*. The policies, procedures and guidelines apply to programs and events on Agency property as well as all off-agency-property, overnight or travel abroad programs and events hosted, organized or participated in by the Agency.

In addition to prohibited activities discussed in the above-mentioned policies, the following acts are strictly prohibited, including when traveling:

- Use/consumption of drugs or alcohol by any minor participants or vulnerable adults, under any circumstances, regardless of the legal drinking age.
- Attending any establishments that involve nudity or areas characterized as a "red light" district, regardless of the legality of such activity.
- Any other activity in violation of SEASPAR's policies and procedures regarding the prevention of sexual abuse and misconduct.

Interplay with ADA

Overnight and travel programs and events include both planned and impromptu activities. SEASPAR provides reasonable accommodations when doing so does not create an undue hardship, does not fundamentally alter the nature of the program and does not pose a direct threat of safety to the participant(s), employees/volunteers or to others. Nothing within this

policy shall be interpreted to prohibit SEASPAR from compliance with all applicable federal, state and local laws and policies regarding reasonable accommodations.

For example, some minor or vulnerable adult participants with disabilities may need SEASPAR staff/volunteer assistance with toileting, changing clothes or other sensitive personal services. SEASPAR will review and approve or deny requests for accommodations on a case-by-case basis, considering all factors, including among others the prevention of sexual or other abuse. If SEASPAR grants such an accommodation, a combination of two SEASPAR background-screened employees/volunteers should be present when sensitive personal services occur. Employees/volunteers should take measures to prevent 1:1 or unobserved interactions when at all feasible, including (as examples only) propping open the door to the bathroom, having another employee/volunteer in the room or at the door during personal services, or taking other measures, so the second employee/volunteer can visually monitor the assisting employee/volunteer.