**Tripping: Sample Abuse Prevention Checklist for Leadership**

*Name of Trip:*

*Date(s) of Trip:*

*Trip Leaders:*

*Description of Trip:*

**Staff Selection**

* A minimum of two staff members, both 18 years old or older are present
* Staff to camper ratios meet or exceed the required ratios per your state, ACA Standard, scope of program, age of campers, etc.
* Camper ability, behavior concerns, required accommodations, weather, rigor, etc. have been considered and staff to camper ratios meet those needs
* For co-ed trips, there is a male identifying and female identifying staff member present
* All staff members are emotionally fit and have been assessed in terms of age, maturity, emotional stability, social skills, understanding of healthy boundaries and consent, etc.

**Staff Roles**

* Staff have been assigned specific designations for leadership and responsibility. For example a Trip Leader and Trip Assistant.
* Staff roles and responsibilities have been clearly communicated and defined to each leader and is understood

**Staff Experience**

* All staff members have experience with the camper’s gender, age, etc.
* All staff members have experience leading the number of campers on the trip
* All staff members have experience with the conditions and circumstances similar to those expected on the trip

**Staff Training**

* All staff have been trained on child abuse prevention
* All staff have been trained on peer-to-peer abuse prevention
* All staff have been trained on the special considerations and potential for abuse to occur on out-trips
* All staff are mandated reporters

**Leadership Presence**

* The Camp Director or other leadership member is available and equipped at all times to respond to emergencies that may arise on the trip

*Notes:*

*Remediation Plan:*

*Post Trip Review Notes:*