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

*Name of Trip:*

*Date(s) of Trip:*

*Trip Leaders:*

*Description of Trip:*

**Pre-Trip**

**Participant Selection**

* All participants are emotionally fit and have been assessed in terms of age, maturity, emotional stability, social skills, understanding of healthy boundaries and consent, etc.
* The trip is suitable for the social skill level and experience of all participants

**Pre-Trip Meeting**

* There is a pre-trip meeting with all participants that includes specifics on rules and safety including physical, mental and emotional safety
* During the pre-trip meeting, staff discuss how privacy will be handled safely and when and how privacy will be permitted
* During the pre-trip meeting, staff discuss consent and boundaries

**Communication**

* All participants and their parents/guardians have been asked questions specific to special needs, essential eligibility requirements, concerns, etc.
* All staff members have been briefed on any pre-existing concerns or special needs of participants
* Prior to the trip, all participants are provided with a packing list
* The packing list includes items that are not permitted. For example phones, personal communication devices, video capable devices, items that are sexual in nature, etc.

**Child Sexual Abuse Prevention Policies & Protocols**

* Clear policies and protocols for prohibiting one-on-one interactions by all parties, including adult and adult, adult and youth, and youth and youth have been established and communicated
* Clear policies and protocols for the reporting and documentation of sexual activity, abuse, disclosure or suspicion of abuse, etc. have been established and communicated
* Clear policies and protocols for the reporting and documentation of rule breaking or “red flag behaviors” have been established and communicated
* Clear policies and protocols for prohibiting sexual language, images, or activity have been established and communicated
* Clear policies and protocols for the supervision of bathrooms, showers and changing areas have been established and communicated
* A separation or extraction plan for campers or staff that violate camp or group rules has been established and communicated

**During Trip**

**General Safety**

* Staff regularly monitor each participant’s general health. Physical, mental and emotional.
* Proper food, water, shelter and rest for each participant is allotted and provided
* Appropriate attire is required for all activities, including sleeping
* Staff know the whereabouts of all participants at all times, regardless of location or circumstance
* Staff closely supervise and monitor all areas at all times
* Facilities and program spaces are evaluated at least daily for vulnerability, privacy concerns, areas or ways in which abuse could occur, etc.

**Child Sexual Abuse Prevention**

* Sexual activity of any form is prohibited
* All forms of bully and harassment (including verbal, physical, cyber, and sexual) are prohibited
* Hazing and initiations are prohibited
* Corporal punishment is prohibited
* Discipline involving isolation, humiliation or ridicule is prohibited
* Secrets between group participants is prohibited
* Regular safety and boundary conversations are part of group meetings and discussions
* Participants are in groups of at least three at all times
* All interactions between participants and between adults and participants are observable and interruptible
* Respect of other’s privacy is required and monitored by leaders
* Campers know who and how to report situations that make them feel unsafe
* Reports of unsafe feelings or situations are documented, taken seriously and reported appropriately

**Behavior Management**

* Staff assess group dynamics daily
* Troubling dynamics (those involving exclusive relationships, power imbalances, mental or emotional stress, etc.) are documented and immediately addressed

**Transportation**

* Transportation seating arrangements include separation by age and gender
* Transportation policies include supervision requirements and protocols

**Overnight Arrangements**

* Sleeping/tent assignments include at least three per tent or sleeping structure
* Sleeping/tent assignments are pre-determined by staff, not participants
* Sleeping/tent assignments are occasionally changed
* Sleeping/tent assignments include participants of the same gender
* Sleeping/tent assignments include participants within two years of age
* Staff are sleeping separated, but adjacent (within 10ft) to participants
* The flaps of the tents are kept open to allow for as much observation as possible
* Physical separation or barriers, including temporary (such as forts or curtains) are prohibited in all sleeping arrangements
* Bathing/changing activities are supervised in an appropriate manner
* Bathing is limited to daylight hours, when possible

*Notes:*

*Remediation Plan:*

*Post Trip Review Notes:*