

**In addition to our Diocesan requirements,
St. Martin's also follows these guidelines:**

- **Primarily for reasons of physical safety**, we have as a norm that there should always be at least two adults (more, if necessary) whenever there is an event involving children or young people. The recommended ratio of adults to children for the state of South Carolina is as follows:

Infant 1:6

1-2 1:6

2-3 1:10

3-4 1:13

4-5 1:18

5-6 1:21

6-12 1:23

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- **For ages 12 to 18 (referred to as “youth”)**, the recommended ratio of adults to youth is 1:5, as recommended by our diocesan practices.”
- **Whenever there is a youth event**, there are to be no alcoholic beverages consumed by the adult leaders. In all cases, the laws of South Carolina are to be strictly upheld in terms of tobacco, alcohol, etc.
- **The clear norm for all youth events is** that only adults will be lined up as drivers. If ever young people do drive or ride to and from any such event, the youth worker in charge shall have written permission from each youth's parent or guardian, along with a release of liability. (Even in these cases, once the youth-driven car arrives at the designated destination, “side trips” will not be permitted.”)
- **In cases where there is one vehicle transporting youth to an event**, there should be no fewer than two adults in the vehicle (i.e., one driver and one passenger).
- **Caravans** (more than one car transporting youth to a common location): If possible, it is preferable to have at least two adults in a vehicle. **1.)** If the number of available seat belts limits two adults from riding in a vehicle, it is permissible to have one adult (i.e., the driver) in a vehicle. **2.)** Vehicles should remain in

eyesight of each other throughout the caravan. This includes stopping for restrooms breaks, filling up on gas, or any other necessary stops. **3.)** In vehicles that can safely transport more than five youth (minivans or other large-occupancy vehicles), if more than five youth are in the vehicle, a second adult should be present in the vehicle as well.

- **The driver of each vehicle is responsible** for seeing that SC seat belt and motor vehicle laws are strictly enforced. In addition, St. Martin's strictly prohibits texting, emailing or phone conversations while a vehicle is in motion.
- **Any encounter with youth in the “virtual world”** should follow the same code of conduct and ethics for interacting with youth in the “real world.” Keep it as public as possible. Do everything possible to prevent interacting with a youth “alone” in the virtual world. Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.
- **In situations involving any type of accident or physical injury**, ministrations by adult members and staff shall be limited to whatever needs to be done in the immediate circumstances by those at the scene of the accident (commensurate with their first aid or medical credentials and abilities). In the event of serious accidents, professional emergency help should be called immediately and the youth's parent(s) or guardian(s) contacted immediately. No medication or even minor non-emergency actions or procedures should be done without direct parental or professional permission. (And in situations involving bleeding or contact with blood or bodily fluids, the use of latex gloves is highly recommended.)
- **Those who choose to work with children or youth** should be known to those in charge for at least six months prior to being given any major responsibilities in these areas (or, in the case of hired staff members, be subjected to a thorough background check). Any exception to the 6-months rule must be approved specifically by the rector or his or her designee.