

A “Responsible Person” for Children and/or Youth Events

This guide to the role of “Responsible Person” in the Safeguarding policies is not intended as a substitute for the policies. References to relevant sections in the SGC policies are provided for your convenience.

1. A Responsible Person (RP) is appointed by a program Supervisor to be accountable for compliance with the SGC policies for an event or program. Sections I.C and III.C.
2. An RP must be trained and screened in SGC and be physically present during the event. (Different individuals may be designated the Responsible Person for different events in the same program.) Section I.C.
3. For events involving Travel, an RP must be at least 25 years old. Section V.C.1.
4. Special Responsibilities of the RP during an event include:
 - a. Administers all prescription and over the counter medications to minors, or designating another adult to do so, unless already the parents and Responsible Person have agreed the minor may self-administer (recommended exceptions include inhalers and epi-pen).
Section II.D.2
 - b. In the case of travel, is responsible for all aspects of trip including carrying all documentation and cash and/or credit card capacity to address emergencies (see complete list in Section V.C.1).
 - c. In the case of a hotel stay, assigns the rooms and room occupants (recommended, not required). Section V.E.4.
5. The RP is someone participants or others can go to in order to make a report of suspected abuse or neglect or the observation of inappropriate behaviors. Be sure to communicate this fact to parents and participants of a program or event. Section VIII.A.2 and B.1.
6. If the RP receives a report of suspected abuse or neglect that has taken place in a facility or organization associated with the Diocese, the RP must immediately inform the head of the organization, unless the head is the subject of the complaint, in which case the RP must directly inform the Safeguarding Officer or the Canon to the Ordinary. Of course, the RP is also Mandated Reporter, who is obligated to report any suspected abuse or neglect to the TDFPS. See Section VIII.A.1 and 2.
7. If the RP receives a report of inappropriate behaviors, the RP shall immediately report the same to the head of organization. If the inappropriate behaviors or policy violations continue, a report must also be made to the Safeguarding Minister or Canon to the Ordinary. Section VII.B.1