



Ontario Conference Office of Education

Chaperone Guidelines for Day and Overnight Trips

Overview:

Chaperones must be:

1. School employees; or
2. Any other adult vetted by the Office of Education, who meets the eligibility requirements to volunteer before the trip is scheduled for departure.

The primary reason for chaperones is to supervise a group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor their behavior for the entire trip from departure time until they return to the school or to another agreed location.

Chaperones are responsible for enforcing the Student Code of Conduct and other relevant school policies.

Chaperones must adhere to established basic guidelines for school-sponsored functions and additional guidelines as may be developed by the individual teams.

Chaperones are responsible for attending any designated information or procedural meeting prior to and during the trip as are required by the Office of Education, School Administrator, or Sponsor.

Chaperones must sign a form acknowledging their responsibilities as chaperones and must not smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the trip.

Chaperone Eligibility and Required Documentation

1. All chaperones must be at least 21 years of age.
2. Volunteer chaperones wishing to attend overnight or out-of- province trips must submit to a police vulnerable sector check.
3. If the chaperone is transporting students in his or her vehicle, the chaperone is expected to comply with transportation guidelines provided by the School. The following information must be on file in the school office: (1) a copy of a current drivers' license, and (2) a copy of a current insurance identification card, with minimum coverage 2,000,000 liability coverage.

Guidelines for Volunteer Chaperones

Prior to the trip, the Office of Education, School Administrator or sponsor will provide information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help volunteer chaperones effectively perform his or her duties as a chaperone. Questions regarding these guidelines should be directed the School Administrator.

1. The ratio of students to chaperones shall be no greater than five to one.
2. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the Office of Education, School Administrator or sponsor, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the developed trip plan.
3. Chaperones are expected to be familiar with the School Handbook. Any violations of school rules shall be reported to the School Administrator immediately. **The School Administrator or other school representative will handle all discipline problems.**
4. The authority of chaperones is limited to general supervision of students and to guide and assist the students with safety and appropriate behavior. If there is a problem with any student not following directions or showing respect, the chaperone is to contact the School Administrator or Sponsor.
5. Students must be supervised at all times while at the event. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the event. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
6. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behaviour, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the School Administrator or sponsor.
7. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
8. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is. Keep the cell phone contact number of the School Administrator or Sponsor available.
9. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip-planned stops, and make sure that all students have the appropriate safety restraints.
10. Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the school's student injury incident report, which is required with an accident.
11. Chaperones are required to report any illness of students to the trip's School Administrator or sponsor immediately; and
12. In order to comply with school policy, before or during the field trip, chaperones:
 - may not use or possess alcohol or other drugs;
 - may not use tobacco; and
 - may not administer any medications, prescriptions, or non-prescription to students.

Overnight Trips

Essentially the responsibilities of overnight trips are the same as those previously outlined plus the following:

1. Chaperones must attend a detailed briefing prior to the trip;
2. Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return;
3. At hotels, chaperones are assigned a specific block of rooms and floor area to supervise. Gender of the group members shall be considered when assigning chaperones and floor assignments.
4. Overnight chaperones may not retire until all students are in their rooms and the chaperones are sure the students are secure.
5. Students are not allowed to have visitors nor use room service; students must be in their assigned rooms from curfew until wake-up;
6. Chaperones will be housed in the most efficient manner possible.
7. Please be prepared for long hours (24-7) as needed.

Parent/Guardian Consent and Medical Release Forms

Prior to a scheduled trip, it will be the responsibility of the School Administrator to have signed parent/guardian trip permission and Consent to Treatment forms for all participating students along with the name and contact information of the School Administrator or sponsor(s) supervising the trip. The departure time and expected return time must be clearly stated on the permission form and conveyed to students, parents and school administration.



Ontario Conference Office of Education

Chaperone Guidelines for Day and Overnight Trips

Chaperone Acknowledgement

I, _____, acknowledge that I have received and read the “Chaperone Guidelines for Day and Overnight Trips,” and agree to comply with these guidelines as outlined by the School. I understand and accept all the responsibilities and duties as a chaperone without waiving any applicable immunity that may exist under the laws of the Province of Ontario, Canada.

Chaperone:

Signature

Name

Witness:

Signature

Name

Date

Phone Number

Date

Phone Number

Chaperone Emergency Contact:

Relationship

Date

Phone Number