Thank you for agreeing to chaperone our trip. Without your help, we would not be able to provide learning opportunities such as these for our students. Your help is greatly appreciated and the students will remember you, and their experience for years to come.

Given the unique positions of trust held by those entrusted with the care of children, and the lessons learned from civil litigation, it is imperative all adults supervising students protect themselves from positions which could lead to allegations of misconduct or negligence. The following duties and responsibilities, and chaperone guidelines are for your protection. If at any time you have questions, please contact an advisor immediately. After all, we want you to enjoy this experience just as much as the students.

**Chaperone Duties and Responsibilities**

Ensuring the safety of students requires vigilance and thought. The students participating in this field trip have already been screened for behavior problems by their advisor. Although we do not anticipate any problems, it is the responsibility of all adults to have the same expectations.

**Use professional judgement:** The protection of our students, and chaperones alike, is our top priority. As part of your responsibility, we trust you will use professional judgement at all times and follow these guidelines whenever possible. At times, following the guidelines below may not be the best or appropriate action, especially in an urgent situation. Your professional judgement trumps any of these guidelines.

**Supervision of students:** Students will have some autonomy during our field trip provided they follow the Code of Conduct and direction of advisors and chaperones. Chaperones are asked to be available during the day, check-in with students during specified times, track and monitor student behavior.

**Overnight monitoring:** Please be available overnight for assisting with keeping students in their rooms. Students are not permitted outside of their room between 11:00 PM and 5:00 AM. You will not need to actively monitor the hall during these hours unless a problem arises. Rather, please be able to hear doors opening and closing and be available by phone and come to your door should you be needed.

**Medical care:** Students provided information regarding chronic medical needs such as allergies, seizures, etc. Please help us follow the plan outlined and call for help should it be needed.

**Social/Emotional care:** Often students do not have the opportunity to travel away from home without their families. These times can be emotional and extra comfort may be needed. Please be available to listen to a student’s concerns and provide emotional support. A restaurant or hotel lobby is a good choice for this support. Do not counsel a student one on one in a private room.

**Cell phone use:** It is important to have a cell phone on you at all times in the event of an emergency, but please do not use it to engage in business or personal matters while supervising children and do not take phone calls or text while driving.

**Driving:**  If driving, ensure that students use safety belts properly (over the shoulder, not under the armpit) and that they are respectful passengers that allow you to focus on careful driving.

**Chaperone Guidelines**

**Refrain from one-on-one only contact or individual counseling -** Two adults are recommended to be present at all times.

**Prohibit sleepovers –** Violates no one on one rule. Students and chaperones must sleep in separate rooms.

**Touching policy –** Touching is acceptable provided it is appropriate and respectful.

**Name Distribution Policy –** Limit roster handouts to persons on a “need to know” basis.

**Conduct Policy –** Refrain from name calling, ridicule or put-downs (verbal child abuse) Refrain from hurting, touching or excessive exercise used as punishment (physical abuse) - Refrain from threats to perform unreasonable tasks (emotional abuse) - Refrain from unwanted sexual contact

or attempt at sexual contact that occurs between the responsible adult and a child (sexual abuse).

**Buddy System:** We recommend that every activity have a buddy system in space. Each participant should be assigned a buddy during sponsored activities. No child should go anywhere – to the bathrooms or other locations – without his or her buddy.

To protect youth, as well as volunteers, we strongly advise that no adult person allow him/herself to be alone with a child during a sponsored event.

**Supervision / Chaperone ratio**: The ratio of adults to youth should be a minimum of 1:8.

When traveling overnight, children should be paired up with other children of same gender and similar age. Chaperones should be in separate but nearby rooms.

**Room Checks:** When conducting room checks, only adults of the same gender should enter a student’s room unless an adult of the same gender is not available. The adult should gain permission from the student(s) before entering, and the door should remain open at all times when an adult is present in the room.

**Prompt response:** Chaperones must act quickly regarding any potential injury, trauma, or illegal activity and must immediately notify an advisor or other designated authority.

**By signing below, you acknowledge you received and read the duties/responsibilities, and guidelines.**

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Chaperone Print Name Sign Date

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Advisor Print Name Sign Date