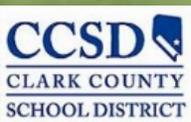




# Field Trip Time!

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Risk and Environmental Services Department



## Volunteer Chaperone Training

### Field Trip Chaperone Responsibilities

# Introduction

- The duties and responsibilities of a chaperone are vital to the success of any trip. As a chaperone, your primary responsibility is to help the staff ensure the safety of the students.
- We have gathered some important guidelines to better help you understand what is expected of chaperones and students on a trip.
- If you have any further questions, please do not hesitate to ask the Clark County School District (CCSD) administrator, or designee, in charge of the trip, for assistance.



# Chaperone Duties and Responsibilities

## Preparation

- ✓ In addition to this training module, a pre-trip orientation from the staff will be conducted.
- ✓ Items that will be discussed should include behavior expectations, planned activities, acceptable areas within the trip location, special hazards for the location, a trip itinerary, procedures for supervision in high traffic areas, and other related information specific to the trip location.
- ✓ Chaperones should be physically able to participate in all activities associated with the trip. If a chaperone becomes ill, injured, or suffers a medical episode during the trip, they will be responsible for their own transportation to seek medical care, if needed.
- ✓ To comply with CCSD policies and regulations, during sponsored trips, chaperones may not smoke or use tobacco products. Chaperones may not use, sell, provide, possess, or be under the influence of drugs or alcohol. Chaperones may not possess articles that can be used as a weapon. (Reg. 4230; Policy 4310; Reg. 4343; Policy 4380; Reg. 5131; and Reg. 5141.1)

# Safety First!

The best way to reduce the risk of accidents, both physical and emotional, is for the chaperone to be visible and available.



- By being visible, the students are provided with a reminder that an adult is available to help address situations that arise which the student may not be able to handle on their own. Chaperone visibility will also help deter students from doing things that they know will get themselves and/or others into trouble.
- In an **emergency situation**, you may be asked to assist the supervising administrator, or designee. Should you experience an emergency, please be sure to involve a CCSD supervising administrator, or designee, immediately. It is also necessary for the chaperone team to spread out to be more accessible and effective in our supervising of the student group. Always be sure that your students know how to reach you or where to find you.
- If a student becomes ill, you will be responsible for contacting the CCSD supervising administrator, or designee, to supervise medical issues on the trip.
- All chaperones must be aware of who the supervising administrator, or designee, is that can handle medical issues, as well as the location of a first aid kit. If an injury occurs, please do not hesitate to ask for assistance. **Do not** give any prescription or over-the-counter medications to any student.

# Attentiveness

- Learn the names and faces of all the students assigned to your group.
- Know where your students are and that they are safe at all times.
- Give your group your full attention.
- Do not allow any student to be disrespectful or take advantage of you. Do not allow them to be disrespectful to others. We all represent the Clark County School District.
- A chaperone must maintain an adult-student relationship to sustain his or her leadership of the group.
- A chaperone must review and adhere to the Policy 4100 and Regulation 4100; Relationships, Interactions, and Communications Between District Employees or Representatives/Volunteers and Students.



# Student Behavior



- All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- A chaperone's authority is limited to the general supervision of the students and the enforcement of appropriate behavior. Authority must be balanced with logic, courtesy, and respect.
- When students do not make appropriate choices, redirect them in a positive manner and ask the supervising administrator, or designee, for assistance.
- If a student needs to be reminded of proper behavior or District rules, make sure the supervising administrator, or designee, delivers the warning. District staff are responsible for discipline and are aware of acceptable consequences for students.

# Proper Supervision

- Our goal is to make sure that the students are well-supervised and all students enjoy the trip. Give your attention to all students of your group equally.
- Please pay attention to the supervising administrator, or designee, when they provide specific information regarding the field trip location. Certain activities and locations have higher risk activities and it is best to be prepared for those challenges prior to the trip.
- Locations with animals, water activities, hiking, and such typically have guidelines prepared to give to staff when they schedule the trip. Apply these guidelines when visiting these locations, it will make supervision of the students much easier.
- Please note that CCSD must obtain written permission from parents before posting any pictures to social media. Please refrain from posting pictures of other students on your social media pages.
- As a chaperone, you will have to be open to last minute, unforeseen changes that often occur during trips. These changes will have to be adapted to with an open, positive attitude to protect the students from frustration and negativity.



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# Transportation

- Chaperones will travel with the students from the school and back. Travel in private vehicles is limited to situations in which you are transporting your own child. You should not transport other students in your personal vehicle.
- Students, staff, and chaperones should familiarize themselves with all emergency exits and any other safety rules presented by the driver.
- If you are traveling on multiple modes of transportation, be familiar with procedures for each. Develop a plan prior to the trip to allow for smooth transitions between these modes of transportation.
- If the trip is overnight, there will be additional guidelines presented by staff on how to handle sleeping arrangements, curfew, and how to best supervise your group when they are in their rooms.



# Conclusion

- ✓ Upon successful completion of this training, you must complete the Guidelines for Volunteer Field Trip Chaperones Form. Please review the guidelines carefully and only sign if you understand and agree that you are capable of meeting the responsibilities of being a chaperone.
- ✓ Return the form to the School to be considered as a qualified chaperone.
- ✓ Due to modifications in recent laws involving volunteers that work directly with students, there may be additional requirements to this training and documentation. Costs associated with a background screening may be required of each chaperone. The School Administration will advise you of this requirement.
- ✓ If you require any accommodations in order to perform your duties as a chaperone, please disclose those immediately to CCSD supervising administrator, or designee, organizing the trip so they can advise whether or not the accommodations can be met.

# Guidelines for Volunteer Field Trip Chaperones

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School

Thank you for your interest in being a field trip chaperone. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that School District sponsored field trips result in safe and rewarding experiences for all participants.

## **Becoming a Volunteer Field Trip Chaperone**

District procedures require that all volunteers have completed the volunteer chaperone training program and sign and return this form acknowledging completion of the training and understanding of the responsibilities and expectations of a volunteer chaperone.

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the school principal.

## **Guidelines for Chaperones**

1. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
3. Supervising staff reserve the right to assign and/or reassign students to a group.
4. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
5. Keep your assigned group of students with you throughout the field trip. Including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
6. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
7. In order to comply with District policy, during District sponsored events, chaperones:
  - a. May not smoke or use tobacco including electronic cigarettes, or look-a-likes in any form
  - b. May not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - c. May not possess articles that can be used as weapons
  - d. May not administer any medications, prescription or over the counter, to students

8. If you have concerns about a student or feel a student needs a strong warning, make sure the supervising staff member delivers the message. All discipline consequences must come through a District staff chaperone.
9. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
10. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rules, etc.) Know who is first aid trained, where the first aid kit is located, who is authorized to dispense medication, and who has the copies of parental permission slips with emergency contact numbers and medical information.
11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the supervising staff member.
12. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
14. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; school staff has this information. Do not post photos of students on your personal social media.

If you have questions about any aspects of the field trip or the expectations of chaperones, please ask for assistance from the staff member in charge. We hope you enjoy your field trip experience.

In the event that I am injured, suffer an illness or other medical incident during or as a result of the trip, I agree to hold CCSD, its employees, agents, volunteers, students and chaperones harmless from liability for any conduct thereby, not amounting to gross negligence. I understand that I will be solely responsible for any medical treatment, transportation or other expenses that may arise from any injury, illness or other medical incident arising as a result of the trip or my participation in any of the activities in connection with the field trip. I have read, understand, and agree to comply with the guidelines to be a chaperone. I acknowledge that I am capable of meeting all responsibilities of being a chaperone.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

In the event that I have a personal emergency, please contact:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Phone

**To be completed by supervising staff member:**

Field trip to:

Date of trip: