

DP CHRISTIAN SCHOOL

Guidelines for Volunteer Field Trip Chaperones



Thank You for Your Support!

At DP Christian School, we believe that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you for giving your time and support to these important activities.

To help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Guidelines for Volunteer Chaperones

The following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the teacher or principal.

1. All school rules apply on school-sponsored field trips. Chaperones are expected to comply with school policies, follow the coordinating teacher's directions, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
2. To comply with school policy, before or during the field trip, chaperones:
 - a. May not use or possess alcohol or other drugs
 - b. May not use tobacco on campus or during the field trip
 - c. May not administer any medications, prescriptions or nonprescription, to students
3. Students must always be supervised while at a school event. As a chaperone, you will supervise a small group of students, helping them learn and make sure they behave appropriately. Students must stay with you, their chaperone, always. Go over the use of the buddy system with students under your care. 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 visit. Chaperons must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, 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 teacher. **While you are responsible for student behavior, it is the teacher's responsibility to discipline a student.**
5. Eating and drinking are not permitted outside of designated areas and predetermined times.

6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations where they are alone with a student.
 7. Siblings and family members may not participate in a school-sponsored field trip unless the teacher grants prior written permission. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
 8. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, a serious breach of rules, etc.)
 9. Please follow the directions of the teachers and guides even if other groups do not.
 10. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip-planned stops, and ensure that all students have the appropriate safety restraints.
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