



POLICIES, EXPECTATIONS and GUIDELINES FOR VOLUNTEER CHAPERONES For School Field Trips and School Events

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for giving of your time and support to these important activities and learning experiences for our students.

To assure that school-sponsored field trips are safe and rewarding experiences for all participants, these guidelines have been prepared to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

- Chaperones must be at least 21 years of age and must complete the Archdiocese of Chicago Office of Catholic School Requirements for School Volunteers before the first event/activity is scheduled. Chaperones must be approved by the principal/administrator of the school for each school field trip.

Archdiocese of Chicago Office of Catholic Schools Requirements for School Volunteers Over 18 Years of Age

- Complete the Archdiocese of Chicago application for Employment or Volunteer Service.
- Complete an online Criminal Background Check (eApps). All volunteers who work with children must complete an online background check. No one may volunteer unless the criminal background check has been completed and approved. Volunteers are required to complete the eAppsDB form online.
- Attend Virtus/Protecting God's Children for Adults™ All volunteers over 18 must pre-register online to attend this one time, 3 hours training before the first chaperone event or activity is scheduled.
- Code of Conduct: All volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement form.
- Child Abuse and Neglect Tracking System (CANTS): All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS) paper form annually.

Applicants for a chaperone volunteer position should be given the Checklist for School Volunteers Over 18, complete the requirements, attach the required documentation and return the complete checklist to the Head of School.

Guidelines for Volunteer Chaperones

Prior to the field trip or school event, the lead teacher will provide you with information regarding the trip/event, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. **School rules apply on school-sponsored events.** Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are

responsible for student behavior, **but it is the responsibility of the teacher to discipline a student.**

2. **Chaperones will be assigned to a specific position and group of students on a school trip or activity.** Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. "If you can't see the student, you are not supervising!"
3. **Students must stay with you at all times.** Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. Count, count, count throughout the day!
4. **Be sure you know when and where to meet the rest of the school group at the end of the day.** Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. 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.
5. **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. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.
7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.

In order to comply with school policy, chaperones may not

- use, sell, provide, possess or be under the influence of drugs or alcohol.
- use tobacco or tobacco products in the presence of, or within the sight of, students.
- possess any weapon or firearm.
- administer any medication, prescription or nonprescription, to students.

Questions regarding these guidelines should be directed to the Head of School or the teacher.

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

Printed Name	Relationship	Contact Phone
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I acknowledge that I have received the copy of the "Guidelines for Volunteer Chaperones," and have read these guidelines, and agree to comply with the guidelines as a school volunteer chaperone.

Printed Name _____

Date _____

Signature _____

Cell Phone _____