

# Chaperone Guidelines for Parish Schools



Keeping Kids Safe



Gallagher Bassett Services, Inc.  
Risk Control Consulting Division



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## Introduction

The safety and welfare of students is of paramount concern to school district administrators. Chaperone guidelines and policies are a way to help ensure consistency in supervision for travel and activities sponsored by the school district.

Requirements are established to help enable teachers to provide safe, enjoyable and educational activities. Chaperones are assigned to help supervise a group of students. Some activity locations designate the number of chaperones needed. Others may limit the amount due to space restrictions, so all volunteers may not be able to attend. It is also recommended that each Chaperone complete an orientation and review the Gallagher Bassett handbook, *Volunteer Guidelines for School Districts.*"

The goal is to assure an appropriate standard of supervision while maintaining all school rules and board policies. Chaperones are an integral part of helping the school system provide students with opportunities for educational and inter-personal growth outside the classroom.



## Emergency Response Plan—Key Elements

Risk Management is the name for a collection of techniques and procedures utilized by an agency to minimize the risk of liability and, in the event of a problem, to minimize the consequences of the problem.

It is important to note that risk management cannot eliminate risk of liability; we live in a world that is filled with risk. Nor can risk management control all risk; almost by definition, claims resulting from accidents, injuries, etc. are uncontrollable to some degree. However, risk management can reduce the chances of the agency's and volunteer's liability to an acceptable level.

If, as some authorities suggest, a volunteer is a worker serving without *consideration*, then your school district, in utilizing volunteer services, should put substantially the same amount of work into locating and placing volunteers that you would put into locating and placing paid employees.

Volunteers frequently have a highly public role on behalf of your school district; they are persons that individuals dealing with your school district could see first and most often. Several risks can be managed by effectively screening, evaluating and placing volunteers.

## Screening Process

### Requirements

An approved chaperone is defined as meeting the following requirements:

- An adult over the age of 18 (which is the minimum requirement; adults aged at least 21 are recommended).
- A criminal background check has been completed on the chaperone.
- The chaperone must be approved by the School District to supervise children.
- The school district has selected the chaperone for a specific activity and the chaperone is included on the school district's list for the given event.

*Note: Fulfillment of the first three requirements listed above is not a guarantee*



# Supervision

School chaperones are expected to support teachers during activities and provide supervision at all times. Students must be under adult supervision at all times. It is recommended that chaperones refresh rules and expectations in compliance with school policy to help ensure safety and cooperation.

Criteria to be considered in determining the number of chaperones needed are the following: age and needs of the students, distance to be traveled, nature of the field trip activities, and safety requirements.

## Guidelines

1. Sign-in must be completed at the office before participating in an activity or entering the school.
2. All chaperones must be included on a pre-approved list prior to the event.
3. Chaperones must follow directions given by the teacher(s).
4. Smoking is not permitted while supervising students.
5. Only the school district's students are allowed to participate; siblings are not approved.
6. No student is to be left without a chaperone.

## Guidelines *continued...*

7. Chaperones will help maintain school standards of behavior.
8. Chaperones will adhere to School Code, Board Policy and School Rules.
9. Chaperones will work cooperatively with other school personnel to meet individual students with special needs.
10. Chaperones will assist the teacher(s) in implementing all policies and rules governing student conduct.
11. Chaperones will meet accepted standards of professional behavior.
12. Chaperones will refer all disciplinary issues to the school administrator present.
13. Chaperones must report all incidents to the school administrator present.
14. Chaperones are expected to take all necessary and reasonable precautions to protect students.

## Transportation

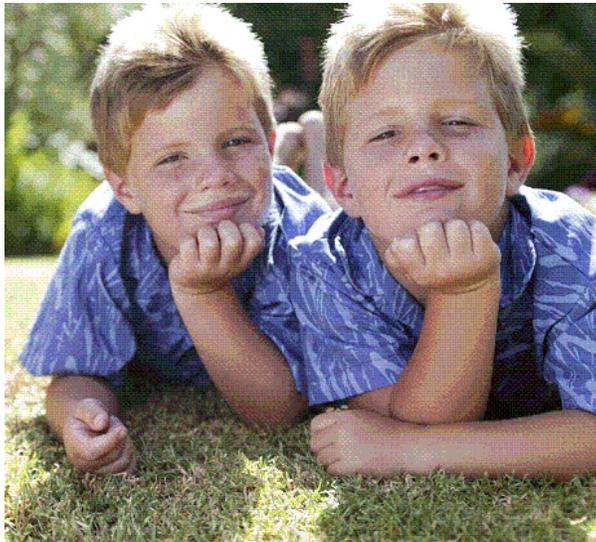
Transportation will be ordered to accommodate the students and teachers. Chaperones are welcome to ride if space allows, but additional transportation cannot be ordered to accommodate chaperones. Chaperones must be prepared for the possibility of driving their personal vehicle at their own expense and liability. Students are required to use the transportation provided by the school district to be part of the class activities.



## Siblings on Trips

Activities are planned especially for a particular class group. Siblings or other children cannot be a part of the activity if the parent is a chaperone.

Chaperones are present to supervise a pre-assigned group of students, which cannot include siblings.



## Quiz

Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_

- True/False Chaperones are an integral part of helping the school system provide students with opportunities for educational and interpersonal growth outside the classroom.
- True/False Risk management cannot eliminate risk of liability.
- True/False Several risks can be managed by effectively screening, evaluating and placing volunteers.
- True/False The minimum age requirement to chaperone should be 21 years of age.
- True/False It is not necessary to do a criminal background check on the potential chaperone.
- True/False Chaperones should adhere to School Code, Board Policy and School Rules.
- True/False Chaperones must report all incidents to the school administrator present.
- True/False Students can choose to use the transportation provided by the school district or ride in the vehicle with a chaperone.



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