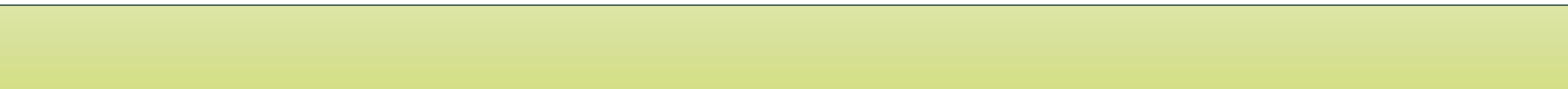




Chaperone Review – Domestic Overnight Trips

The Harker School

2018-19



Thank you in advance!

- Being a chaperone can be rewarding...and also challenging at times
- Without you we could not possibly offer all the trips we do
- For being a good follower as well as a leader
- We need effective and willing chaperones to be able continue to offer educational trips and support student competitions academically and athletically

Overview / Why We are here

- Because in legal situations, responsibility falls to the organization to be able to declare that they provided training / guidelines / expectations for actions and behavior
 - Ultimately what do we want?
 - For the students and you to be as safe as possible at all times
 - For you to have clarity and confidence in your actions while on the road

The General Guidelines

The Basics

- No alcohol consumption at any time while on a trip with students
- Allow the trip leader to be in charge (more to come on this)
- Attend all preparatory meetings and read and digest all correspondence
- Get along with your chaperone team through cordial and effective communication and courtesy
- Make sure your attire is consistent with expectations for the trip

The General Guidelines

The Basics

- Communicate regularly and effectively with students and parents and the trip leader – particularly in the case of illness or behavioral issues
- Share the load – try to do more than you think you should/can, and don't worry about what others do or don't do – leave that to the trip leader
- Maintain flexibility and positivity in the face of changing needs on the trip
- Manage student “boundaries” based upon Harker training
- Remember: No spouses or significant others unless they are authorized and/or are a working member of the chaperone team

Pre-Trip

- Commit to your volunteering
- Read what needs to be read
- Attend meetings as needed
- Communicate with / connect to chaperone group and staff
- Prepare/submit your own permissions/med forms
- If assigned a specific chaperone group:
 - Learn their names
 - Learn to use PCR to print roster/contact information/roster portraits
 - Connect with the student's parents (if this is more than a simple overnight night trip)
 - Know their medical necessities, be prepared to administer medications

During Travel

- Be ready to roll on time, at every stop
- Help the students as needed – seems obvious, but...
 - Luggage (issues change when busing, as opposed to flying)
 - Seating on planes (issues dependent upon size of group)
- ABC – Always Be Counting – especially in larger groups
 - Every stop/re-boarding/side trip/entry/exit
- Focus on support for students, not your own travel experience
- Adjust to changing needs (sick students, event cancellations and schedule adjustments, etc.)

Hotel / Lodging

- Work with Trip Leader on the safety plan / gathering point – first thing upon arrival to communicate with students, including emergency exits
- Arrange a gathering point both inside and outside the hotel – and insure that students know where both are located
- Check for existence of smoke detectors in older buildings
- All check-ins are done face-to-face
 - Prep students for next day's schedule of events
- Communicate results to Trip Leader as instructed – sometimes it's “no news is good news”, sometimes she/he may want a confirmation

Hotel / Lodging

- Make sure your group members know your room number and you know theirs, as well as your trip leader's and other chaperones as well
- Don't leave the hotel without permission/knowledge of trip leader
- Check / report on daily health status of your students
 - If a multi-day trip, be prepared to let parents know about any issues, even the “sniffles”
 - Use red bag supplies as needed and record usage
 - Help administer prescription medications as defined in advance in Magnus and supplied by parents
- Be helpful during check out by having students prepared and being present to be sure they meet timetables

Emergency!

- Respond to every alarm, and respond in the agreed-upon manner
- Connect with the students and make sure all are present, healthy, and safe
- Trip leader communicates with parents
- Students will be all over texting, phoning, etc., people who can't really help but whom they feel they want to reach out to – tell them to *stick to the facts*
- Technology!
 - Strive to keep it in check if you can so the adult message is getting across
- In a serious emergency, contact Pam Dickinson, who will lead further communications with parents
- Be aware of school resources for insurance, medical support, and more

With the Students

- Trips provide a new context for your contact with students
 - Respectful interactions will help you enjoy the trip together
- In busy areas, maintain chaperone group integrity as requested by leader
- Designate an agreed-upon meeting place if group splits up into “buddy groups” or (older) students are allowed time on their own
- Keep students informed of itinerary, schedule changes
- Insist on their own punctuality and maintain yours
- And remember those boundaries – relationship remains student:teacher with you as the adult authority figure when it comes right down to it

Communication

- Sharing cell phone information?
 - Use the *Remind* app – see Diane Main for instructional expertise
 - If going to be separated for a while, give a time for a cell phone/text check in at the very least



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Working with your Trip Leader

- Please allow the trip leader to be in charge
 - Some suggestions/comments are best made in private
 - Trip leader sets the tone for discipline, and you should follow suit
 - Trip leader sets the guidelines for use of technology on the trip



Environmental Protocols

The old adage says, “Take nothing but photographs; Leave nothing but footprints”. Chaperones and students should follow the following environmental protocols.

Food

- Only bring food for your own individual use.
- Order and purchase items you will eat in one sitting.
- Bring and use your own water bottle. Only use bottled water if absolutely necessary.

Hotels

- Keep showers short and shut off the water while brushing teeth.
- Turn off the air-conditioning, heat, television, and lights when you leave your room.
- Reuse your sheets and towels. Don't have them changed every day.
- Share the hotel toiletries with your roommates.

Environmental Protocols

Getting Around

- Use public transportation when possible

Responsible Travels

- Know and follow the recycling system in the city/state/country you are visiting
- Do not litter
- Stay on marked trails if hiking
- Do not pick any flowers, plants, leaves
- Keep distance from animals
- If swimming in the ocean, choose a reef-safe sunscreen
- Support the local economy by purchasing goods made in the city/country
- Do not touch historical artifacts

Questions? Comments?

- This is a process...
- Some of you have a great deal of experience in this role...
- Our objective is to be able to say “We’re all on the same page...”
- Build confidence before venturing forth... among you, your trip leader, chaperones, and students
- The Chaperone Training Outline is posted on the teacher portal – along with International Chaperone Guidelines

Thanks again!

Attendance Recorded

- Please take the time to sign the “Domestic Overnight Trip Workshop Attendance List”!



Thanks again!