

**Blessed Sacrament School Chaperone Guidelines**  
***Thank you for your willingness to volunteer!***

When you volunteer to serve as a chaperone on your child's field trip, you will be helping to extend the regular curriculum beyond the classroom and the school. *Keeping this in mind, only the number of chaperones required by the venue shall accompany the class.*

Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities. A chaperone represents Blessed Sacrament School and our values.

The purpose of the Chaperone Guidelines is to provide you with an overview of a chaperone's responsibilities, and to make recommendations for appropriate responses to various situations that may arise during the course of a field trip.

Should you require any additional information, or have any other questions or concerns; you are invited to meet with your child's teacher or principal to discuss the matter.

### **General Qualifications**

- A chaperone must be a parent/ guardian of a child in the class taking the field trip.
- A chaperone must be willing and physically able to participate in all activities.
- A chaperone must be VIRTUS trained and compliant.

### **Chaperones, be sure to.....**

- Arrive on time and bring a watch.

It is important that chaperones be on time since trips are planned to depart and return to school at specified times. Performances, tours, or activities during the trip are scheduled and delays may disrupt the field trip for everyone.

- Dress appropriately.

Casual, comfortable dress is recommended. Listen to the weather report and anticipate weather changes. When in doubt bring rain gear or dress in layers. Dress modestly.

- Know the children in your group.

Introduce yourself and be sure that you know the names of the children in your group. Name tags or a list of students' names will be supplied by the teacher. If a child refuses to follow your instructions, inform a teacher as soon as possible.

- Talk to the teacher.

Don't hesitate to ask questions if you have doubts as to what should be done in a given situation. The teacher is in charge, and her/his directions must be followed at all times. Please speak to the teacher privately if you have any concerns.

- Watch carefully and follow all safety rules,

Always think of the children's safety first. Be alert to potential dangers- stray animals, strangers, etc. Do not take chances. If necessary, move children to a safe place and inform the teacher.

**Remember-**

- Do not smoke or drink alcoholic beverages during the field trip.
- Do not bring along siblings or other children.

Your responsibility is to the children in your group. Insurance regulations do not permit parent chaperones to bring other family members on school field trips.

- Do not leave children alone or unescorted.

It is your responsibility to keep the group together and when necessary, escort children to the lavatory.

- Do not purchase souvenirs or food without prior permission of the teacher.
- Do not physically restrain a child.

Unless a child poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a youngster. Should a child refuse to follow your directions, immediately inform the teacher.

Do not release students to anyone other than the teacher.

Parents/guardians who want to take children home during a field trip must secure permission from the teacher.

- Do not administer ANY medications to a youngster.

All medical situations must be referred to the classroom teacher.

**IN THE EVENT OF AN EMERGENCY**

- The supervising teacher will be responsible for the emergency bag.
  - Use latex gloves (in the first aid kit) when handling all bodily fluid, including blood products.
  - Report all illnesses and injuries to the teacher.
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