

September 2015

Dear Bobcaygeon Public School Families:

BOBCAYGEON PS: VOLUNTEER CHAPERONE INFORMATION

The following information is to help to support your role of volunteer on class trips and excursions.

We Appreciate Your Support!

At Bobcaygeon Public School we appreciate the commitment that our families make in supporting our learning community. We understand that school trips and excursions allow us to enrich and deepen the learning experiences of our students by providing opportunities to explore new places and new learning opportunities. These trips are made possible through the generosity of volunteer's gift of their time and support.

How to Become a Volunteer Chaperone at Bobcaygeon PS

In order to become a volunteer with Bobcaygeon PS, as per the Trillium Lakelands DSB Criminal Reference Check procedure, we require individuals to have a current Criminal Record Check completed and on file with the school office.¹ Once a CRC has been submitted to the Office, as long as there is no break in service, in subsequent years an Annual Offence Declaration Affidavit may be signed in order to maintain a current and up-to-date file. The Office can provide you with a letter to take to your local law enforcement office or OPP to request a CRC be completed to support your volunteer application.

Guidelines for Volunteer Chaperones²

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures.

In addition, 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 and the TLDSB Code of Conduct³ apply on school sponsored field trips. Chaperones are expected to comply with school policies and procedures, follow the directions given by the lead teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviours for students. The chaperone will follow the trip itinerary as developed by the teacher.

2. In order to comply with TLDSB procedures and the Code of Conduct, before or during the field trip, chaperones and students:

- may not use or possess alcohol or other drugs

In order to comply with TLDSB procedures and the Code of Conduct, before or during the field trip, chaperones:

- may not use tobacco in the presence of, or within the sight of, students
- may not administer any medications, prescription or non-prescription, to students.⁴

3. Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your

¹ Trillium Lakelands DSB, Criminal Reference Check Procedure HR 4020

² Trillium Lakelands DSB, Field Trip Procedure 5016

³ Trillium Lakelands DSB, Code of Conduct Policy and Procedure 6020/6021

⁴ Trillium Lakelands DSB, Administration and Storage of Prescribed Medication, OP 6601

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. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

4. Student behaviour is the chaperone's responsibility. School rules related to student behaviour apply. Go over rules and standards of behaviour, 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 behaviour, it is the responsibility of the teacher to discipline a student. All behaviour must be reported to the lead teacher and/or principal.

5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

6 Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is. Keep the cell phone contact number of the teacher and other chaperones available.

7. Please follow the directions of the teachers and guides even if other groups do not.

Thank you for your continued support of our learning community.

Sincerely,

Jane Austin
Principal