

# **Key Guidelines for Chaperones**

## 1. Chaperoning is More Than Going on the Trip

 Chaperones must look out for the needs of all students in their care, not just their own child.

#### 2. Never Be Alone with a Child

- Always have a second adult or multiple children present.
- If you must speak with a student privately, do so in an open, visible area.

### 3. Be a Present, Calm Guide

- **Know your group.** Learn students' names and stay aware of their location. Travel together as much as possible.
- **Know the plan.** Familiarize yourself with the itinerary and OAKS policies. A clear schedule helps prevent mischief.
- **Limit phone use.** Chaperones should limit the amount of time they are using their phone so they can engage with the students, other chaperones, and help with supervision.
- **Be visible.** Your presence is the best deterrent to poor choices. Listen, observe, and step closer when needed.
- **Intervene early.** A look, a brief reminder, or a word of praise can redirect behavior before problems escalate.

#### 4. Address Behavior When Needed

- If a student becomes disruptive, give a short, clear correction:
  - $_{\circ}$  "Please stop that's not okay."
  - o "You might want to rethink that choice."

- If needed, have the student stay near you until they are ready to rejoin the group appropriately.
- Students are not allowed to have electronic devices of any kind on OAKS trips.
- If problems persist, contact the lead teacher. You are not expected to handle major discipline issues alone.

## 5. Communicate with Leadership

- Stay in contact with the lead teacher for guidance if needed.
- Share key facts and timelines of incidents so leadership can follow up appropriately.

## 6. Safety When Driving

- Do not text and drive. As much as possible, have another adult handle calls/ texts.
- Drive within five miles of the speed limit and set a pace everyone can safely follow.

# 7. Other Driving Expectations

- Do not stop for drinks and snacks unless prior arrangements have been made by the teacher.
- Movies are not to be shown on field trips
- If a chaperone wants to play music in their car, only Christian, classical, or children's music is approved for school trips.

# 8. Stay Connected

Keep your phone charged and with you at all times.