

VOLUNTEER CHAPERONE RESPONSIBILITIES

For Day Trips/Activities

Your role as a volunteer chaperone is important and hopefully will be enjoyable. While your service is very much appreciated, many responsibilities come with the job. Your local school, religious education program and youth ministry program leaders will provide you with an itinerary and thorough list of responsibilities. Below are just a few additional safety tips to follow:

- Supervision is both mental and physical. Be sure that your attention is always on the children you are supervising. Refrain from using the cell phone while fulfilling your duties.
- Chaperones are expected to participate in all directed/scheduled spiritual activities.
- Know the children in your assigned group. Never leave them alone or unsupervised.
- There should be no deviating from the planned itinerary. No unofficial stops should be made outside of the given plan.
- Know and follow the safety rules of the site you are visiting.
- Be alert to potential dangers – strangers, unrestrained animals, unsafe areas, etc.
- Do not allow children to change from their assigned groups, buses or chaperones without the trip leader's permission.
- Require children to wear safety belts while riding in individual cars.
- Do not give children any medications, not even over the counter medications.
- Consumption of alcoholic beverages while chaperoning is not allowed.
- Physical contact in form of discipline is not allowed. If a child refuses to follow instructions, inform the school or parish leader.
- Employees and/or visitors are not allowed to have firearms or any other dangerous weapons or instruments in their possession while on Archdiocesan property. (Exceptions may be granted to law enforcement personnel.) This is also important to remember when you are a driver for a ministry trip or school field trip.