



TCSA POLICY	
TITLE	Chaperone
POLICY NUMBER	21-13-V1
PROGRAM NAME	JK-Grade 12
DOMAIN NAME	Education
EFFECTIVE DATE	10-October-2023
NEXT REVIEW DATE	10-October-2026
APPROVAL DATE	10-October-2023
ISSUING AUTHORITY	Tłı̨chǫ Community Services Agency (TCSA)
ACCREDITATION STANDARD	N/A

POLICY AND GUIDING PRINCIPLE

The TCSA is committed to ensuring the safety of all staff and students who participate in school-sanctioned events. The TCSA recognizes both the Agency and parents share responsibility for the safety of children who participate in school-sanctioned events.

PURPOSE/RATIONALE

The purpose of this policy is to provide clear guidelines to principals and staff to ensure the safety of school children during school-sanctioned events. The overriding requirement is that adequate supervision be provided at all times.

DEFINITIONS

Chaperone is an approved adult (18+ years of age) appointed by the principal to supervise a school-sanctioned event, and who has completed a vulnerable sector check annually. One chaperone may be designated as the lead chaperone when the staff member in charge is not able to attend. See the role outlined in the procedures.

School Sanctioned Event is any school-sponsored activity that involves students leaving the school property, within or outside the regular school day. A staff member employed with the TCSA should, whenever possible, accompany students during such events (referred to as the staff member in charge). Examples include: out-of-province student conferences, sports events, graduation or dances, overnight camps, territorial competitions, out of country travel trips.



Staff member in charge is a school staff member and the organizer of the event. Wherever possible, a staff member in charge will accompany students to school-sanctioned events, otherwise, they are the designated contact person and lead. See the role outlined in the procedures.

SCOPE/APPLICABILITY

This policy will apply to all students and staff in all TCSA schools, including alternative programming.

PROCEDURE

1. The level of supervision will vary with the type of activity and the age and maturity of the student(s) involved. The standard ratio is 1 chaperone per 9 for JK-6 students (*Early Learning and Childcare Standards Regulations - Schedule Part 1*), and 1 chaperone per 15 for grade 7-12 students. However, conditions relating to the students and the activity may necessitate fewer or additional chaperones as determined on a case-by-case basis by the principal.
2. In obtaining chaperones, preference will be given to school employees. The selection of non-staff chaperones will be based upon, but not limited to, whether they are the parents of students involved, whether they hold qualifications pertaining to the event, and their experience in chaperoning student groups. This decision shall be made at the discretion of the school principal in consultation with the staff member in charge. All chaperones are required to have a current vulnerable sector check on file.
3. Where school staff are required to attend they will be paid duty travel expenses that apply, however in the majority of extra-curricular activities staff are volunteering to attend and will not receive duty travel expenses. For example: a bus driver required to drive students to an event is eligible for duty travel expenses, but a coach who volunteers does not.
4. The Role of the Staff Member in Charge (Lead Chaperone)
 - a. Complete necessary Insurance and Risk Management – Student Excursions document, have proper administrator(s) sign and submit to the Department of Finance, GNWT at least one week before travel begins.
 - b. Inform teaching staff, the school principal, and the school secretary of the date and time of the activity, the names of the participating students, and any changes that occur.



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- c. Have written approval from parents that students are permitted to take part in the trip, including informed consent specific to the activities involved in the trip.
 - d. Maintain regular contact with the school principal while away on a school-sanctioned trip.
 - e. Maintain a list of student names, parent names, and their home/contact phone numbers on their person at all times and provide a copy to all other chaperones and the school principal.
 - f. Ensure all chaperones are aware of any special medical problems pertaining to a student(s).
 - g. Ensure adequate transportation and accommodation is provided for all students and chaperones for the duration of the trip, as is suitable to the event. While accommodated at a school (or other large common room), chaperones should remain in the same rooms as the students. While in motels/hotels, chaperones should stay in rooms that are adjacent to, or across from, the student rooms whenever possible. Sleeping arrangements should account for gender when assigning rooms.
 - h. Review all rules, regulations, and expectations with the participating individuals. Ex: agenda, meal times, attendance checks, curfew, room checks consequences for poor conduct.
 - i. Immediately communicate any student infractions, and corresponding loss of privileges, to the principal and parents of the student(s) involved.
 - j. Adhere to the expectations set forth (below) for chaperones.
5. The Role of Chaperone
- a. Chaperones are directly responsible to the staff member in charge of the scheduled activity.
 - b. Chaperones will ride to and from the area of the destination with the students in the same means of transportation provided for the students (where possible).
 - c. Chaperones may not bring family members to the events, as their role is 24-hour day responsibility for students.
 - d. Chaperones shall never leave students unattended unless pre-arranged / pre-approved by the school principal. A trip is an extension of the classroom; chaperones as well as students must keep this in mind. There is no “free time” for chaperones during a school trip.



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- e. Chaperones will conduct themselves in a manner that reflects positively on the school and also serves as a model for students.
- f. Chaperones will have a list of student names, parent names, and their home/contact phone numbers on their person at all times while they are responsible for the supervision of students.
- g. Chaperones may release a student to a parent/guardian or their designate with written permission.
- h. Chaperones will abide by procedures outlined by the staff member in charge/school principal in cases of emergency.
- i. Chaperones will refrain from transferring their role of a chaperone to another person during the time they are responsible for the supervision of students unless pre-approved / pre-arranged. In the event a chaperone becomes ill or incapacitated, the staff member in charge and/or the school principal will reassign the responsibilities as appropriate.
- j. Take attendance just before departure to/from all destinations and events while away from the school.
- k. Be alert for prohibited items, which include alcohol, tobacco, vaping, drugs, dangerous weapons, etc. Any student found to be in possession of such contraband shall be immediately reported to the staff member in charge and the school principal.
- l. Ensure that, if a trip is co-ed, visitation in each other's rooms is permissible only under the supervision of the chaperones.
- m. Expectations commonly held for the conduct of students at school shall be maintained while on all excursions (as outlined in the Student Travel Policy). Failure to do so will result in the student losing various privileges associated with the school trip (as appropriate) and/or being sent home. Chaperones are responsible for communicating any infractions, and resulting loss of privileges, to the staff member in charge.

PERFORMANCE MEASURES

NA

CROSS-REFERENCES

TCSA Student Excursion Policy 4.310

TCSA Student Excursion GNWT Risk Management Policy 4.311



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TCSA Transportation for Student Excursion Policy 4.312

ATTACHMENTS

NA

REFERENCES

- NWT Education Act
- *Early Learning and Childcare Standards Regulations - Schedule Part 1*

APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Officer
10-October-2023

Reviewed and Approved By:

Ted Blondin
TCSA Chairperson
10-October-2023