

Teacher/Chaperone Consent Form

School: Dr. John Hugh Gillis Regional High School

School Trip: _____

Trip Duration: _____

OR

Team Schedule is attached

Chaperone Name: _____

Responsibilities of School Chaperones:

- Be familiar with the Appendix B Guidelines for Volunteers from Policy 6C1
- If not an employee of the Strait Regional School Board, provide an acceptable Child Abuse Registry Check and Criminal Records Check;
- Provide appropriate supervision/care to students on the above-noted trip;
- Promote an attitude of cooperation and safety awareness among students;
- Report issues related to student behaviour to the teacher chaperone;
- Be aware of any allergies/medical conditions and treatments of the students travelling;
- Refrain from drinking alcohol or taking illegal drugs during the duration of the trip;
- Maintain regular contact with the school administration with travel updates;
- Contact the school Principal and parents/guardians as soon as possible in the event of student incidents occurring during the trip;
- Any driver transporting students is expected to transport students directly to the school event and directly back to the school or, if appropriate, to the students' home. The SRSB will not sanction any unauthorized side trips, detours or diversionary stops;
- For travel outside of Canada, ensure that a copy of the student passport is taken prior to leaving and secured during the trip by the lead chaperone. It is also advisable that a digital copy of the student passports be secured at the school or Regional Office and accessible during the trip;
- For travel outside of Canada, carry student passports until needed by students to ensure safe keeping during the trip; In consultation with the lead chaperone, remain with student(s) that may have to stay in a particular location during the trip or stay beyond the given timeframe of the school trip due to medical concerns, misplaced or lost passports or emergency situations.

I am aware of the responsibilities as outlined in Appendix B Guidelines for Volunteers 6C1 (summarized above) and agree to be a chaperone on the trip indicated.

Signature of Teacher/Chaperone

Date

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Appendix B: Guidelines for Volunteers

The safety of students and school environments are of paramount importance to the Strait Regional School Board and every effort is made to mitigate risk to students.

It is essential that volunteers who support students understand their roles, responsibilities, expectations and standards for volunteering in schools including but not limited to:

1. Volunteers must meet the approval process for volunteers in the school as outlined in the Strait Regional School Board *Volunteers in the School*, Policy VI-C-1 and supporting procedures, PRO VI-C-1
2. Volunteers must complete Appendix A: Volunteer Application Form as provided by the School Administration.
3. Prior to approval, volunteers must provide the school Principal with a Vulnerable Sector Check and Child Abuse Register Check that is current within three (3) years.
4. It is the responsibility of any School Board volunteer, after having completed the screening process, to contact the Principal or the Director of Human Resources/designate should they be subject to an investigation, charge or conviction under the Criminal Code of Canada.
5. The Principal will meet with approved volunteers to review the *Guidelines for Volunteers* and those specifically provided for the respective volunteer role.
6. The Principal will conduct orientation and training sessions, as appropriate.
7. While in the school, all volunteers shall sign in at the school office upon arrival and wear an identification badge. This badge must be returned to the office at the end of each visit and the volunteer shall sign out prior to their departure from the school.
8. Volunteers have a duty to abide by Strait Regional School Board policies and procedures as well as applicable provincial legislation, policies and procedures.
9. In accordance with the Protocol and Guidelines for Child Protection Workers and School Personnel in the Strait Regional School Community and the Children and Family Services Act (Section 24), volunteers who have reasonable grounds to suspect a child may be abused or neglected has a legal obligation to immediately report the matter to the local Children's Services Agency. The volunteer shall also immediately inform the Principal that a report is or has been made to the Child Protection Agency.

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10. Volunteers must adhere to the Allegations of Sexual Misconduct Involving Students Policy V-B-7 and supporting procedures, PRO V-B-7.
11. Individuals, organizations or groups presenting in a school shall adhere to the Use of Instructional Time Policy III-B-6 and supporting procedures, PRO III-B-6.
12. Volunteers who are involved in athletic activities must abide by the Nova Scotia School Athletic Federation Handbook.
13. Volunteers are role models for students and the school community.
14. It is essential that all school staff and volunteers collaborate to work respectfully, positively, cooperatively and professionally.
15. Volunteers need to be aware that school staff has the responsibility to report any behavior of a volunteer that is deemed inappropriate or may pose a risk to student and staff safety.
16. Volunteers are expected to respect the privacy of the students and are required to maintain confidentiality at all times. As such, volunteers shall sign a confidentiality agreement prior to providing volunteer service.
17. To promote a positive, respectful and professional working relationship between the principal, staff and volunteers in the school, it is essential that the role, responsibilities and expectations for volunteers are clearly defined and communicated.
18. Volunteers shall adhere to only those specific responsibilities and expectations defined by the Principal and supervising Teacher.
19. The school staff fulfills specific roles and is responsible for student achievement, assessment, behavior and communication with parents/guardians.
20. Under staff direction, the volunteer will assist students in becoming successful independent learners.
21. Volunteers are expected to communicate regularly with the relevant teacher, lead chaperone, or administrator. Volunteers are expected to take questions, concerns and suggestions to the relevant teacher, lead chaperone, administrator or duty supervisor. Communication about students and student issues with anyone other than listed previously is prohibited.
22. Volunteers are required to refer problems with student behavior to the relevant teacher, lead chaperone, or administrator.

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23. Volunteers must treat students in a respectful, dignified and fair manner with due consideration to the students' physical, social and psychological development as well as cultural and academic diversity.
24. Volunteers shall not have access to student records. Student records are strictly confidential. Required information related to student health and safety shall be provided by the School Board staff member as appropriate.
25. Volunteers must be reliable and committed to supporting the school and shall notify the school administration in advance if absent.

Recognition

Volunteering is the giving of time, energy and concern to others. It is an honourable and cherished responsibility of our society. The Strait Regional School Board wishes to thank each and every volunteer for their participation and dedication to our students, staff and school communities. Together we can make education and the functions which support it a solid foundation upon which to build a lifetime of successful achievement for students and those who work in the public education system.