Catholic Mutual..."CARES"

CHAPERONE GUIDELINES/BEHAVIOR STANDARDS

Chaperones should be at least 25 years of age. It is fine to have "helpers" ages 18-24; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible. Regular daily responsibilities will include:

- 1. Make sure students are present on the bus or other means of transportation every time transportation is used.
- 2. Make sure the students are in their room at curfew.
- 3. Make sure students are awake on time.
- 4. Make sure students understand daily itinerary.
- 5. Observe students for suspicious behavior that might involve breaking the rules.
- 6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
- 7. Assist in medical emergencies and contact person in charge immediately.
- 8. Inquire within assigned group about any individual medical abnormalities.
- 9. No students or chaperones should leave the group for unauthorized excursions.
- 10. You may search students' rooms at any time with or without the students' permission.
- 11. Check luggage before the trip.
- 12. Check hotel rooms for any damage or things left behind.
- 13. Make sure students are properly dressed at all times.

Behavior standards include:

- 1. "Buddy systems" should be used by chaperones; thus, it is very important to ensure 2 adults are present at all times (1 "adult" and 1 individual 18-24 is fine also).
- 2. One-to-one contact with a student should always occur in a public place.
- 3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
- 4. Do not touch a student against his/her will.
- 5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
- 6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
- 7. Do not appear in front of a student when not appropriately clothed.
- 8. Do not change clothes in the same room or in view of a student.
- 9. Driving alone with a student should be avoided at all times.
- 10. If necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
- 11. Do not strike or touch a student as a means of discipline.
- 12. Do not use derogatory language when addressing a student.
- 13. Be alert for suspicious or unusual behavior.
- 14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
- 15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
- 16. No student should be allowed to visit you in your quarters.
- 17. No student should be denied food, water or shelter.