

Halton Waldorf School
Overnight Accommodation Policy
September 2025

Purpose

The purpose of this policy is to ensure the physical and emotional safety of students and the professional integrity of staff and volunteers during overnight school trips. It outlines clear expectations for chaperone accommodations in alignment with best practices and Ontario school guidelines.

Scope

This policy applies to all Halton Waldorf School employees, faculty, and volunteers acting as chaperones on overnight field trips involving students in Grades 3–12.

Policy Statement

Halton Waldorf School is committed to providing safe, developmentally appropriate, and respectful overnight experiences for students. To maintain clear, professional boundaries and safeguard all participants, wherever possible, chaperones will not sleep in the same room as students.

Accommodation Guidelines

Separate Sleeping Quarters:

Chaperones will be assigned sleeping accommodations that are physically separate from those of students. This may include separate rooms, cabins, or tents.

Gender Considerations:

When student groups are mixed-gender, a minimum of one male and one female chaperone must be present. Chaperones are not assigned to supervise students of the opposite gender in private settings.

Shared Adult Rooms:

If necessary, chaperones may share accommodations with other adult chaperones.

Supervision Protocol:

Chaperones will be responsible for nighttime supervision protocols (e.g., hallway checks, curfew enforcement) while respecting student privacy. These protocols will be determined in advance by the lead teacher.

Exceptions

Any exception to this policy, such as the presence of a parent chaperoning their child, or other children in a private room, must be pre-approved and only under exceptional circumstances where no alternative is feasible.

Training and Conduct

All chaperones must:

- Review this policy before the trip
- All volunteers must provide a valid Criminal Background Check with VSC
- Abide by the School's Field Trip Policy, Chaperone Guidelines, Off-Site Emergency Response Policy and Volunteer Engagement Guidelines

Reporting Concerns

Concerns or violations regarding accommodation arrangements should be reported immediately to the class teacher or school leadership. Any breach of this policy will result in immediate removal from the trip and if necessary, further administrative review and action.

Review and Updates

This policy will be reviewed as needed, in consultation with faculty, administration, and the Board of Directors.