

Halton Waldorf School
Chaperone Guidelines for School Field Trips
June 2025

Field trips are an essential component of the Waldorf pedagogy and an extension of the classroom curriculum. Rooted in the developmental needs of the student, these outings offer experiential, hands-on learning that deepens students' understanding and connection to their lessons. Each trip is thoughtfully planned to meet the children at their unique stage of growth, supporting their social, emotional, and academic development in meaningful and lasting ways.

Role of the Parent Chaperone

Parent chaperones play a vital role in the success of school field trips by supporting both the students and the teachers. Field trips are designed primarily as immersive, educational experiences for the students. Chaperones should help create a space where students can engage deeply with one another, their surroundings, and the learning at hand.

The nature of chaperone involvement may vary depending on the students' age and needs. Although connecting with the students, especially during overnight trips, can be a joyful part of the experience, the primary goal is to foster independence, exploration, and peer connection. Field trips enable students to safely test boundaries and grow through experience.

Chaperones are asked to step back from their role as parents or caregivers to an individual student and instead support the group. This may include being assigned to a group of students that does not include their child. In alignment with best practices and child safety standards, adults should never be alone with a student away from the group, unless absolutely necessary, and only when other adults are aware of the circumstances. This ensures the safety and integrity of both the adult and the student.

In addition to student support, chaperones play a crucial role in assisting the class or subject teacher(s). This includes helping with logistics, providing supervision coverage when a teacher needs a break, and ensuring all students are accounted for and cared for throughout the trip.

Guidelines

The following guidelines are intended to ensure a safe, respectful, and enriching field trip experience for all students, faculty, staff, and volunteers.

Vulnerable Sector Screening (VSC): All chaperones driving students to, or attending day trips or overnight trips, are required to provide a valid Criminal Background Check with Vulnerable Sector Screening (VSC) dated within the last six (6) months. A new CBC with VSC must then be submitted every two (2) years.

Driver Consent Forms: If a chaperone is responsible for transporting students other than their own, an up-to-date Driver Consent Form must be completed and submitted to the school office.

Emergency Preparedness: All chaperones should be familiar with the Off-Site Emergency Response Plan related to their trip, including any communication plans and first aid protocols.

Separate Sleeping Quarters: Chaperones should be familiar with the Overnight Accommodation Policy and, whenever possible, will be assigned sleeping accommodations that are physically separate from those of students. This practice upholds privacy and maintains professional boundaries.

Nighttime Supervision: To ensure student safety, regular hallway checks and curfew enforcement should be conducted after lights out. These protocols will be determined in advance by the lead teacher.

Cell Phone Use: Cell phone use is generally discouraged on field trips to support presence, engagement, and social connection. Parent chaperones are expected to model appropriate and limited cell phone use around students. The lead teacher, chaperoning staff, and parent chaperones must always carry a charged cell phone or two-way radio during the trip for emergency communication.

Photography and Videography: Chaperones may take photos and videos during field trips, provided they are done discreetly and don't disrupt the class experience. However, sharing images or videos on social media is prohibited unless explicit consent has been obtained from the parents or guardians of the students featured.

Incident Reporting: Any incidents, including injuries or behavioural concerns, should be reported promptly to the lead teacher(s). This ensures timely communication with parents and appropriate follow-up. Chaperones should refrain from engaging in any disciplinary action involving students.

Feedback and Concerns: Chaperones are encouraged to share feedback or express concerns with the class teacher(s). They may contact the faculty chair, pedagogical or administrative director, if further discussion is needed, or if a matter requires escalation.

We sincerely appreciate your commitment to upholding these guidelines. Your time, generosity, and steadfast support are essential to the depth of our students' educational experiences and the vitality of our school community. Field trips would not be possible without you!

Chaperone Declaration

I hereby acknowledge that I have read and agree to the terms outlined in the Chaperone Guidelines for School Trips. I understand my responsibilities as a chaperone and commit to upholding the standards and values of Halton Waldorf School.

Chaperone Name: _____

Signature of Chaperone: _____

Date: _____