

Global Engagement

Department of Education International

The Role of the Chaperone



Chaperone Duties

General

Chaperones will:

- Abide by departmental policies, procedures and guidelines, including but not limited to the [International School Study Tours Supervising Teacher Agreement](#), the [Official International Travel for Business and Professional Development Procedure](#), the [Code of Conduct for the Queensland Public Service](#), and the department's [Standard of Practice](#).
- Represent the department as an ambassador for Queensland demonstrating maturity, leadership and a willingness to learn at all times.
- Maintain a safe and respectful learning environment for all students participating in the program at all times.
- Dedicate personal time and participate in any arranged pre and post travel meetings or activities to coordinate various components of the program, including:
 - undertaking any necessary training;
 - assisting in itinerary development;
 - contributing to and/or participating in web conferences and presentations;
 - developing, maintaining relationships and supervising students; and,
 - demonstrating the necessary information technology skills to fulfil the duties as a chaperone.
- Be available the day before and after the selected travel dates to supervise the overnight accommodation of regional students, as required.
- Be available to supervise regional students arriving in and departing from Brisbane on the program's selected start and end dates.
- Maintain positive, professional relationships with, and be courteous to and respectful of, department staff, other chaperones, student participants, program guides, transport and accommodation providers, and all other persons involved in the program.
- Be punctual at all times.

At the Airport

- Take responsibility for the safe keeping of personal documentation, and passports and visas whilst in transit.
- Ensure that students do not leave the program group unless accompanied by two or more members of the program or with a chaperone.

- Note the departure of students from the group and their return, and ensure all students are accounted for when moving to a new location by conducting a roll call, including when boarding and departing flights.
- Stay near students with severe food allergies during all meals and be ready to administer first aid, if necessary.
- Ensure that the group is ready in a timely fashion and have appropriate documentation to board all flights.

Program Transportation

Chaperones will:

- Ensure that all students' board program transportation at the appropriate times and all students wear seatbelts and life jackets when/if provided and behave appropriately whilst travelling.
- Ensure students do not leave the program group unless accompanied by two or more members of the program or with a chaperone.
- Note student departures and returns, conducting roll calls during transitions and when boarding or departing transportation.
- Ensure the group is ready on time with required documentation for boarding transportation.

Touring

Chaperones will:

- Comply with all laws of the host country/ies at all times.
- Ensure that students do not leave the program group unless accompanied by two or more members of the program or with a chaperone.
- Note the departure of students from the group and their return, and ensure all students are accounted for when moving to a new location by conducting a roll call, including when boarding and departing program transportation.
- Stay near students with severe food allergies during all meals and be ready to administer first aid, if necessary.
- Avoid taking students of the opposite gender to the restroom or engaging in situations that might be challenging to justify, unless it is an emergency and there is no chaperone of the same gender available. In such cases, chaperones will escort the student to the restroom but will not enter.
- Avoid where possible, entering the rooms of students who are alone.

- Participate in all arranged meetings as part of the program and participate in daily morning meetings with other program chaperone/s to review and discuss the day's activities.
 - For General Chaperones, seek the permission of the Lead Chaperone, and provide details of their plans, if they wish to take their chaperone group outside of the set itinerary (e.g., shop to purchase snacks).
 - Ensure that the group is ready in a timely fashion.
 - Complete various tasks and activities, including:
 - taking group photos;
 - acting in the best interests of the students at all times;
 - ensuring the health, safety, well-being and security of the students for the full duration of the program, at all times;
 - supporting the students at all times and refraining from unnecessary physical contact with the students;
 - communicating with students, parents/guardians, international partners and the department throughout the duration of the program;
 - administering first aid or medication to a student or assisting a student to administer their medication;
 - obtaining consent for medical treatment for students (in the event this is required) from parents/guardians through department staff;
 - preparing presentations;
 - leading the delivery of group activities;
 - encouraging student participation in all activities while considering the varying maturity and ability levels of students;
 - ensuring the students under their supervision understand the standards of conduct expected of them for the duration of the program; and,
 - applying the agreed disciplinary consequences to students who breach the Queensland Code of School Behaviour – such consequences should be administered fairly and consistently.
 - Be considerate of the general public at all times and respect local customs and values, including digital device and photography protocols listed below, which may apply to country/ies visited during the program:
 - The use of digital devices and taking of photos may not be appropriate at specific times, such as at monuments of cultural significance or in places of religious significance.
 - In cultures where covering is part of the culture, the taking of photos without permission is considered highly insulting.
 - Close up photos of any individuals or small groups must only be taken with the express permission of the subjects in the photo.
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