



Volunteer and Chaperone Guidelines

2019-2020 School Year

Thank you for volunteering to help out in a classroom, drive, and/or chaperone a field trip for Wingra School!

We depend on volunteers to support our school both in the classroom and out "in the field". Field trips are a core component of our educational program and allow us to connect to the broader community and learn first hand in new environments. Your role as a volunteer is important and greatly appreciated. It also requires that you accept certain responsibilities; we want to make sure that the time you spend with us is rewarding for you and helpful for the students and teachers.

Wingra requires that all volunteers and chaperones:

- Sign the *General Authorization & Consent Form*, acknowledging they have read and agree to follow our guidelines
- Complete a background check through Wingra School
- Submit a copy of their drivers license, proof of car insurance, and a copy of their motor vehicle record, if they will be transporting students

Things to Know:

- Approach your volunteer time with a positive and supportive attitude.
- Keep cell phone calls to emergency purposes only.
- Expect students to speak to you and to each other with respect.
- Expect students to maintain "inside voices" in your vehicle and other indoor spaces.

On the day of the trip or the day you volunteer:

- Know the children in your group and maintain a calm and low-key presence.
- Be sensitive to ongoing activities, conversations, and relationships.
- Observe and supervise carefully, thoughtfully, and actively – circulate as you supervise.
- Be helpful. Guide students to discover and experience for themselves.
- Be supportive of the teachers/guides/experts by focusing your attention on them when they are speaking and helping students to do the same.

Behavior Concerns:

- Use discretion in your actions, and speak respectfully to and about others.
- Don't hesitate to ask the teacher questions if you are uncertain about a situation.
- Always find a teacher to handle a more difficult issue or situation.
- All student discipline should be addressed by the classroom teacher only.
- Defer to the judgment of the classroom teacher.

Safety Concerns:

- Be with your group at all times and do head counts often. Never leave students unescorted.
- Share in being responsible for all students. Offer your support to other volunteers and chaperones.
- If offsite, refrain from purchasing food/gifts/souvenirs for yourself, other adults, or students.
- Do not provide or share food with students, due to possible allergies.
- Do not administer ANY medications to a student – get a teacher if a child is hurt or unwell.

Keep in mind that you are in a position of trust regarding confidential student information and student situations. Remember to maintain confidentiality regarding your time with students and teachers at Wingra. This means that discussions with students or other adults about what you observed a student do or say should never occur. If you have a concern, please check in with a teacher to debrief and discuss the circumstances.

We ask that, by volunteering in the classroom or to drive/chaperone, you acknowledge that your participation is important to the learning experience of the students involved, that you will follow the above guidelines, and that you agree to maintain confidentiality today and afterward. **Thank you!**