

Hangzhou International School

Child Protection Travel and Overnight Guidelines

Field trips, overnight travel, and chaperone procedures

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This document incorporates the HIS Child Protection Guidelines and the student and faculty code of conduct, expanding upon them specifically for field trips and overnight trips, as there are additional safety measures needed to address potential risks. These expanded guidelines ensure that all participants are aware of their responsibilities and the expected behaviors while away from the school environment, promoting a safe and supportive experience for everyone involved.

As stated in the HIS School Policy, overnight trips are typically restricted to Middle and High School students; therefore, these guidelines are designed with them in consideration. In rare instances where an overnight trip for Lower School students is approved by the superintendent, modifications to these guidelines must be made in collaboration with the principals and the Child Protection Officer. Such adaptations will take into account the unique needs and maturity levels of younger students while maintaining a strong emphasis on safety protocols and supervision. All stakeholders must work together to create an environment that prioritizes the welfare of all students, recognizing that their safety is paramount during off-campus activities.

Pre-Trip Considerations

Chaperones

- Consideration of student gender is made when selecting chaperones to ensure equal balance. There must be a female chaperone if there is at least 1 female student and there must be a male chaperone if there is at least 1 male student.
- Follow chaperone to student ratios according to age & activity type
 - The chaperone to student ratio for overnight trips should not surpass more than 12 students to 1 adult for upper school.
 - Always a minimum of 2 chaperones for each trip unless there are exceptional circumstances, in which case school administrators will be informed and determine whether additional chaperones are justified.
 - For Upper School trips, eligible parent volunteers can be counted as trip chaperones if the situation arises. Parent volunteers will be asked to complete an online Child Protection training in order to be considered eligible for the role of chaperone.
 - Students below G6 will always be accompanied by a parent throughout overnight trips, including staying in the same hotel room. This does not include school-organized trips (ex. G4 or G5 overnight trip).
- For any overnight trips, chaperones must read and sign the Overnight Trip Procedures Agreement (only necessary once a year)

Attending Students

- For any overnight trip, parent consent will be given by signing a permission form so that the student may attend. This form will include any costs, trip information and provide a space for the parents to note any special circumstances (medical condition, dietary needs) of which the school needs to be aware. A student cannot attend any trip without the HIS Student Agreement form filled out and signed by a parent.
- Prior to any overnight trip, a pre-trip rules & consequences meeting with admin and at least one of the chaperones and/or coaches and/or Athletics Director will be held.
 - Students sign overnight contracts with the specific trip rules, expectations and consequences in the weeks leading up to the trip.
 - For international trips, a parent meeting will also take place to inform parents of rules, plans, and expectations.
- Check for students of concern:
 - For China Trips, Grade Level Leaders will have a meeting with The Child Protection Team to go over students of concern and to understand their role in taking the lead on child protection procedures.
 - For other trips, a list of students going will be sent to the division principal & division Student Support Team to check for any necessary information.

Trip Information Folder

For any trip, the trip information folder with student and parent contact information, medical waivers, transport details, hotel accommodation details, and other relevant information must be assembled by an administrator or trip organizer. This folder will be given to the chaperones before the trip.

The contact information for the administrator on call, usually the divisional principal, in case of emergency must be added to the emergency folder, and chaperones must be made aware of who the designated administrator for the trip is. If the designated administrator is unreachable in an emergency, reach out to the divisional vice principals. If they are also unreachable, reach out to the Deputy Superintendent, Superintendent, Athletic Director, etc. until an administrator has been contacted.

During Trip Considerations

Throughout the duration of the trip, chaperones must follow the HIS Child Protection Guidelines, which state that faculty must make sure that their behavior and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. The policy also takes into consideration that situations such as coaching and school trips put faculty in closer work with students. Here are some additional considerations to ensure that our students' safety is maintained throughout the trip.

Rooming Arrangements

- Whenever possible, keep students in rooms according to their gender. In cases where a student's gender identity doesn't match their gender assigned at birth, the situation will be assessed on an individualized basis, considering the student's needs, and in consultation with the appropriate staff members.
- Students who are known to be in a romantic relationship, regardless of gender, should not be assigned to share a room and be placed on a separate floor when possible.
- All students will be roomed in pairs or larger groups. Room arrangements will avoid students being alone in rooms, unless there are exceptional circumstances, and parental consent has been given.
- Hotel room arrangements will consist of boys and girls being separated by floors to the best of our ability.

Student Code of Conduct

In order to participate in any trips at HIS, I must agree to all of the following requirements:

- I must maintain a high level of attendance to school and all classes.
- I must demonstrate courtesy and respect towards peers and teachers as well as adhere to the behavioral expectations outlined in the Student Handbook. I am expected to promote good school citizenship.
- I understand that the use of alcohol, tobacco, drugs, and other controlled substances at school or during an HIS-sponsored event is strictly forbidden.
- When involved in a group activity, I must recognize that to inconvenience or jeopardize the group is not acceptable. This behavior will result in subsequent disciplinary action.
- As a participant on a school team or major event activity, I must abide by the school rules. This includes any guidelines, which may be relevant to the specific sport or activity at HIS.
- I fully understand that as a participant in any trip I am an official representative and ambassador of HIS.
- My actions in and out of school contribute to school spirit. This responsibility implies respect be given at all times to administration, teachers, coaches, chaperones, officials, advisors, fellow students, members of the public, and the student body.
- It is my responsibility to seek help from my teachers before any problems arise.

Chaperone Conduct

- During overnight trips, the HIS Faculty Code of Conduct & HIS Child Protection Guidelines still apply, although there might be situational requirements. These include, but are not limited to:
 - Refrain from any unnecessary physical contact with students.
 - One-on-one meetings with a student must be held in a public area, where the interaction can be observed, and another chaperone must be notified of this.
 - Faculty, employees, and volunteers should not consume or use alcohol or illegal drugs at any point during the trip regardless of whether they are considered “on duty” or not.
 - During trips, it is common to have to communicate via means other than school email. Avoid having private online WeChat conversations with students, and instead use Teams (including the students and at least 2 chaperones).
 - If there is a child protection concern during a trip, you should still contact the Child Protection Team back at HIS. If it is out of work hours and there is no member of CP Team on the overnight trip, you must report the concerns to the designated Grade Level Leader (or trip leader) to decide appropriate actions (following the HIS Child Protection Guidelines).
 - Be a positive role model for the students regarding your behavior towards students, other school students, parents, officials, etc.
 - Be aware of your students’ physical and emotional needs during the trip and deal with any concerns in a professional manner.
 - Treat all students fairly and with respect at all times.
 - Dress appropriately for the event and your role, this includes during travel.
 - Plan ahead and consider how you will organize less structured times during the trip.
 - Ensure that all travel rules and hotel stay rules are upheld during the entire trip.
 - Refrain from going inside student rooms apart from emergencies.

Travel Rules and Guidelines

- Students should wear their seatbelts when traveling on the bus and this should be checked periodically by chaperones.
- On any trip where passports are required, passports must be collected prior to the morning of travel day and remain the responsibility of the chaperone until the team arrives back at HIS at the end of the trip. If passports need to be distributed to the students during the trip, they should be collected back again at the earliest opportunity.
- Attendance should be done whenever there is an opportunity for students to be left behind. This includes all meals, transitions, roaming time, down time, curfew, wake up call, etc.
- All chaperones should have their mobile phones switched on and with them at all times of the trip. Students should be given one means of communicating with the chaperone.
- Chaperones must keep each student’s Participation Agreement form on them in case any information such as the student’s phone number, parent’s phone number, or allergy information is needed at any time during the trip.
- Respectful behavior must be maintained at all times toward the public, hotel staff, members of other schools, hosts, etc.
- During travel, students always remain in pairs or groups, and attendance must be done upon each boarding of bus / train / at flight boarding gate.
- At curfew, a chaperone will check each room and ensure each student is in their assigned room.
- Students will remain with the group & chaperones throughout the trip unless they are traveling with a parent/guardian.
- Duty of care starts at the departure point and ends at the drop off point (physical handover). Students should never be left alone at the drop-off point. If not picked up, students go back to campus with chaperone. The trip chaperones are the last to leave at the conclusion of any trip.
- Students are not allowed to go home with a driver without prior communication from the parents before the trip to the trip leader. A student may only be released after a chaperone has witnessed the student meeting their driver and verbally confirmed the driver's identity with the student. This is to avoid safeguarding situations.

Down Time and Supervision

- Down time during trips is heavily supervised and regulated.
- Designated areas should be clearly defined where students are allowed to spend their down time. These areas should be closely monitored and easily accessible to staff.
- Time restrictions should be established to set a duration for activities, ensuring that students return to the group promptly. This helps maintain supervision and accountability.
- Age and maturity considerations should be accounted for when tailoring the down time guidelines of the students. Younger students will require more structured activities and closer supervision, while older students may have more flexibility in activities but still within strongly supervised conditions.
- A safety briefing should be conducted before down time begins to remind students of expectations, including staying within designated areas, buddy systems, check-in, and how to seek help if needed.

Hotel/Overnight Stay Rules and Guidelines

- A curfew no later than 10 pm will be set. At curfew, all students must be in their allocated rooms and remain there until the following morning.
- Students are not permitted to order food from outside the hotel or any room service without the permission of the chaperone.
- No student can leave the hotel without permission from the chaperone.
- No student is permitted to enter the hotel room of another student of the opposite gender. Any socializing between genders must take place in a public area during appropriate times.
- Chaperones should not enter the rooms of students unless there is a specific need to do so. If they need to enter, they must warn the students in advance that they are entering and ask if it is ok to do so. If the answer is "no" and the chaperone still has a reason to enter, then they will warn them again and then enter. Upon entry, the door should be left open. Only female chaperones should enter female hotel rooms and only males should enter male hotel rooms.
- Breaking rules during an overnight trip will have consequences directly connected with the authority of the school. All consequences are determined by the rule that is broken and the circumstances.
- The chaperone is required to report inappropriate behavior to the division principal. If it is determined that the student is to be sent home early, the parents will be required to pay all costs associated with the early return of the student and parent collection of the child.

Room Check Policy and Procedures

All room checks must be conducted respectfully, professionally, and in full accordance with the HIS Child Protection Guidelines and the existing rules on entering student rooms.

Room Check Procedures for Chaperones

- Clearly **communicate the curfew time** (no later than 10:00 pm) and the room-check procedure to all students during the pre-trip meeting and again before curfew.
 - Inform students of which rooms are the teacher/chaperone rooms.
 - Chaperones should have the list of student room assignments.
- At the curfew, **knock on the door and clearly announce yourself**. Wait for students to open the door, do a quick visual confirmation from the doorway that all assigned students are present and safe.
 - Do not enter the room unless there is a specific safety, welfare, or rule-compliance need.
- Conduct a quick **visual safety scan** (students present, obvious hazards, no unauthorized individuals).
 - Avoid searching for personal belongings, opening drawers, or bags unless there is reasonable cause and school policy is followed.
 - **Immediately report** any rule violations, missing students, or child-protection concerns to the trip leader and follow the Incident Reporting procedures.
- **Remind** students of quiet hours and the requirement to remain in their rooms until morning. Communicate breakfast & morning schedule.
- **Be available** for student needs during the night.

Emergency Room Check

Chaperones should avoid entering student rooms unless absolutely required (e.g., no response to knocking, suspected rule violation, medical concern, or welfare issue). If entry is needed:

- **Warn** the students in advance (“If you don’t open the door, I will have to come in”).
- Ask if it is okay to enter. If permission is refused but a safety reason exists, announce a second time and enter. (Go to reception to ask for a spare key.)
- If you are entering a room, ask a second chaperone to come support.
 - If possible, only chaperones of the same gender as the students in the room may conduct the check.
- Always leave the door fully open while inside the room.
- Keep the visit brief, professional, and limited to specific concerns.

Emergency Procedures

- Administering medicine:
 - Check the medical files: in the trip consent form, parents can give consent to chaperones to give over the counter pain relief medication for minor sprains, headaches or menstrual cramps. Unless otherwise stated on the medical file, chaperones can give this medicine (provided in the medical kits). Anything more needs to come from a nurse or medical professional.
- In the case of an accident resulting in a serious medical emergency or injury, the nearest chaperone should stay with the afflicted child and send for the nurse or medical practitioner. If it is determined that the child needs to be transported to the hospital, the child will be taken (unless inadvisable due to neck or back injury) by school transport to the nearest designated medical facility. The nurse or another adult will accompany the child and stay with her or him until the child’s parent arrives. The division principal’s office staff will notify the parents.
- The following communication steps in an emergency should be followed for medical emergencies:
 1. Chaperone calls parents on the way to the hospital
 2. Inform principal/Administrator in charge
 3. Fill in school medical incident form – on portal (can be done once back from the trip)
- In case of a **missing student**:
 - Try to determine whereabouts (contact them, location/facility management, quick area search, mall security guard).
 - Contact principals once a student is established as missing, and initial efforts to find them have not been successful. Follow the instructions of the administrator.
 - If contact with the missing student is still not successful, contact parents to explain the situation. Ask for their help in contacting the student and follow up with the parents after they have made attempts to reach their child.
 - If efforts continue to not be successful, call the police and report a missing child. In China, any missing child can be reported through the general emergency number 110. For trips overseas, chaperones will consult the trip information folder for local emergency numbers.

Post Trip

Reporting of Incidents

All chaperones are expected to report any incident/emergency to the AIC, Cocurricular Coordinator, or Divisional Principals as soon as possible, and fill in any relevant forms with a thorough debrief facilitated by an administrator.

Reflection and Feedback

Participants are encouraged to take time to reflect on their experiences during the trip and note considerations for future trips (what worked well, what could be improved, what you would change).

Return of Property

Ensure that all school property (such as equipment, gear, or borrowed items) is returned to the appropriate person upon return. Any personal items left behind should be reported to the division principal or Athletic Director immediately.

Follow-Up Communication

A follow-up email will be sent to all participants' families with photos and a summary of the trip, highlighting student achievements and experiences. This should be in coordination with divisional guidelines of communication and can be through the Principal Newsletter.

Health and Wellness Check

If any student has experienced health issues or symptoms during the trip, the trip coordinator and student should communicate with the parents/guardians and follow any necessary health protocols upon returning home.

HIS Overnight Trip Procedures Agreement for Chaperones

Thank you for volunteering as a chaperone for our upcoming school overnight trip. Your role is crucial to ensuring the safety and well-being of our students while providing a positive and educational experience.

Chaperone Responsibilities

1. Safety and Supervision:

- Ensure the safety and well-being of all students at all times.
- Maintain a professional and responsible demeanor.
- Adhere to all school policies and guidelines.
- Stay with the assigned group of students throughout the trip unless instructed otherwise by a school official.

2. Communication:

- Exchange contact information with trip leaders and other chaperones.
- Carry a charged mobile phone at all times for emergency communication.
- Report any incidents, concerns, or emergencies immediately to the trip leader.

3. Student Conduct:

- Enforce the school's code of conduct consistently and fairly.
- Monitor student behavior and address any issues promptly.
- Ensure students respect the property and rules of the host facility.

4. Itinerary and Schedule:

- Follow the provided itinerary and ensure students adhere to it as well.
- Ensure students are punctual for all scheduled activities.
- Supervise students during free time and meals, ensuring planned check-ins are conducted.

5. Accommodation:

- Oversee room assignments and ensure that students remain in their assigned rooms.
- Conduct room checks as necessary and ensure lights-out policies are followed.
- Be available for student needs during the night.

6. Health and Medical Needs:

- Be informed of any special medical needs or allergies of students in your care.
- Responsible for students' medication administration as per provided instructions, if applicable.
- Carry a basic first aid kit and know the location of medical facilities.

Chaperone Expectations

- Adhere to all school policies and procedures regarding overnight trips.
- Maintain confidentiality regarding student information.
- Serve as a positive role model for students.
- Abstain from consuming alcohol or using illegal substances for the duration of the trip.

I have read and understood the Overnight Trip Procedures Agreement for Chaperones. I agree to adhere to the responsibilities and expectations outlined in this document and to act in the best interests of the students and school throughout the trip.

Signature: _____

Date: _____

HIS Student Participation Agreement

Student's Name _____ Student's Age _____

Student's Date of Birth _____ (m/d/yr) Student's Mobile # _____

Parent's/Guardian's Name _____ Mobile Phone# _____

Allergies _____

Medications _____

Special Dietary Needs If yes then please specify _____

Special requests or instructions you would like the chaperone to follow during your child's stay.

During the field trip, while in the care of chaperones, your child must follow HIS rules to ensure his/her overall safety and well-being. In signing this release form the above-mentioned parties acknowledge that their family medical insurance applies to these events, and they have no basis to claim for medical care or legal recourse for any physical accidents that may take place during the course of the sports events as per the agreements signed with HIS upon enrollment.

Student Name _____

Signature _____

Parent's/Guardian's Name _____

Signature _____

Rules for Overnight Trips

1. The use of tobacco, drinking of alcohol, or use of illegal drugs will not be allowed.
2. When students are in the hotel, they may not leave the hotel without permission of the chaperone.
3. Students are expected to be in areas designated by the chaperones at all times. At no point should students be in hotel rooms of members of the opposite gender.
4. Students will be in their assigned rooms no later than the designated time given by the chaperones.
5. Any unusual circumstances or problems that occur during the trip will be reported as soon as possible to the division principal and lead chaperone.
6. In the event of any accident or injury, the lead chaperone has permission to deal with the situation. Should they be unable to contact the parents, they may make emergency decisions on the recommendation of medical practitioners. Parent signature below grants permission to the lead chaperone to make such emergency decisions.

We have read, understand, and agree to abide by the rules that are stated above.

Signature of student's parent/guardian

Signature of student

Date

Date

HIS Official Packing List for Overnight Trips

Please ensure that all items are packed in a durable, clearly labeled bag. It's important to be prepared for various activities and weather conditions. Remember to pack lightly while ensuring you have all necessary items.

Essential Items

Identification and Documentation

- Any necessary travel documents such as your Passport
- Any required forms or permissions
- Trip itinerary and contact information shared by chaperones

Clothing

- Weather-appropriate clothing (check forecast)
- Comfortable walking shoes
- Sleepwear
- Undergarments and socks
- Swimsuit and towel (if applicable)
- Water shoes
- Athletic gear (if participating in sports or active events)
- Formal attire (if attending MUN or other formal events)
- Hat and sunglasses for sun protection (if applicable)

Toiletries

- Toothbrush and toothpaste
- Hairbrush or comb
- Deodorant
- Personal hygiene products
- Sunscreen and lip balm

Health and Safety

- Refillable water bottle
- Prescription medications (clearly labeled)

Academic/Activity Supplies

- Notebook and pens/pencils
- Any required reading materials
- Laptop/tablet and charger (if applicable)
- Sports equipment (e.g., cleats, racket) if necessary

Miscellaneous

- Snacks
- Small backpack or day bag
- Personal entertainment (book, tablet)
- Small amount of cash for souvenirs or extra purchases

Please Note

- Students are responsible for their personal electronic devices. It is recommended to limit valuables.
- Alcohol, drugs, tobacco, nicotine products, weapons, and other prohibited substances are not allowed on school trips.
- Luggage Limitations: Be aware of luggage quantity, size, and weight limitations of the trip where applicable.
- Pack responsibly to ensure a comfortable and enjoyable trip.