



Prior to all off-campus trips, each chaperone must read and acknowledge the following guidelines:

1. When engaging in trips, activities, and events sponsored by Ruamrudee International School (RIS) away from the school premises, all rules, regulations, and policies remain in effect at all times, 24 hours a day. This applies equally to students and adult chaperones accompanying the group, as if the event were taking place on school grounds. This includes adherence to policies and codes of conduct, such as child safeguarding measures and the faculty code of conduct. Chaperones should use English language and enforce the RIS English language policy on organized school trips, unless otherwise acknowledged by section administrators.
2. Chaperones are responsible for supervising the group of students from the moment the transportation vehicle departs from campus until the trip is concluded, as indicated on the itinerary.
3. Chaperones must ensure that only students on the approved list submitted to RIS Section Administration participate in or join the trip.
4. Chaperones are required to take attendance before departing from campus and report it to the attendance office. This can be done by photographing the attendance sheet and sending it to the section office (**ES-** rajeepant@rism.ac.th, **MS-** msattend@rism.ac.th, **HS-** hsattend@rism.ac.th). The Athletics Office will be responsible for athletics-based attendance.
5. On trips involving air travel, the lead chaperone is responsible for holding the passports of all student travelers, unless the passports are required to be in the possession of individual students. All travelers are encouraged to have a copy of their passports, either in the devices or carry bags, throughout the trip.
6. RIS administration will ensure that student-chaperone ratios adhere to the guidelines specified in the associated handbooks, as detailed below. Should these ratios not be met, chaperones must promptly inform section administration. For overnight trips, if there is at least one female student on the trip, there must be a corresponding female chaperone; similarly, if there is at least one male student, there must be a corresponding male chaperone.

Secondary School	Overnight trip 1:10	Day trip outside BKK 1:15	Day trip in BKK 1:20
Elementary School	1:2 Prek 2; 1:4 Prek 3-4; 1:6 Kg-Gr 2; 1:8 Gr 3-5		

*A minimum of 2 adults is required for any school-administered overseas trips.

7. Chaperones are required to have access to student rosters with emergency contact information and a first-aid kit at all times during off-campus trips. For overseas trips, emergency money



must also be provided. At the conclusion of the trip, chaperones must return these items, along with any unused money, to the section administration. Additionally, chaperones are required to provide receipts for any emergency money that was used.

8. Chaperones must conduct frequent headcounts of students in their group. For secondary students, "frequent" is defined as every three hours; for younger students, it is every hour. Headcounts must also be performed after every transition or transportation activity.
 - If a student is missing at any time, all adult chaperones on the trip must be notified immediately, and a phone call must be made to the site administrator. One adult may be designated to leave the group to search for the missing student; however, it is crucial that no students are left without adult supervision during this process.
9. Chaperones are expected to use their personal devices responsibly, ensuring that they remain actively engaged with the activity and maintain close supervision of students at all times.
10. Chaperones must ensure that only transportation—whether public or private—that has been pre-approved in the permission form and listed in the itinerary is used. If circumstances require the use of unapproved transportation, the chaperone must notify section administrators for approval before using the alternative mode of transport.
11. Chaperones are responsible for ensuring that the pre-approved itinerary is followed, including details related to pre- and post-conference activities. If any circumstances arise that necessitate deviations from the itinerary, and the chaperone deems that child safety becomes a concern as a result of this change, he or she must contact section administrators for approval before making any changes.
12. During hotel stays, chaperones are responsible for conducting nightly room checks to confirm that students are in their assigned rooms by the designated curfew time, as set by lead chaperones and section administration. Students are not permitted to switch rooms, once rooms are assigned, without chaperone approval. Each morning, chaperones must ensure that students are awake and ready for the day's events. Any violations of these expectations must be reported to the section administrator for disciplinary action.
13. If the school trip includes a student conference with multiple breakout sessions, adult chaperones must regularly meet with students to monitor attendance and provide support throughout the event.
14. Chaperones must monitor student behavior to ensure that RIS students remain responsible, respectful, inclusive, and safe at all times. Behavior expectations are also outlined in the event's code of conduct. If students do not adhere to these expectations, chaperones are required to contact the school administrator for disciplinary follow-up.



15. In the event of an emergency, chaperones must follow the emergency procedures outlined for each specific event.
16. Chaperones must refer any serious behavioral problems immediately to the section administrator. In cases of serious misconduct, chaperones should contact a school administrator to determine if the student needs to be sent home and to discuss the next steps. Serious misconduct on trips includes, but is not limited to:
 - Physical violence
 - Sexual-related misconduct
 - Possession and/or use of controlled substances or alcohol
 - Theft
 - Vandalism
 - Leaving the trip or any supervised area without permission