



## **CODE OF CONDUCT & RULES AND RESPONSIBILITIES FOR STAFF**

Squads Abroad is designed for groups that include adult chaperones with student participants under 18 years old and thus includes policies, rules, and regulations to ensure the safety of all participants.

### *Supervision*

- Squads Abroad does not permit individuals to participate in activities outside of the Home-Base while unaccompanied by a teacher/chaperone or in-country staff member.
- During any activities outside of the Home-Base, students must be in groups of at least 3 at all times and remaining in visual contact and/or within pre-determined boundaries established by the Squads staff.
- Squad staff and teacher-chaperones should conduct routine headcounts anytime a group is changing venue.
- A Squads Abroad staff member, trained guide, or watchperson must be with the group at all times including weekend excursions.

### *Rooms and Accommodations*

- Squads should only be lodged in the home-base or private accommodations
- Volunteers are assigned to bedrooms based on gender. Volunteers are allowed access to their bedroom only. At no time should volunteers be accessing rooms to which they are not assigned.
- Squad volunteers should never be placed in a room with volunteers from different Squad although Squads may share common areas.
- A minimum of two private rooms are reserved for Squads Abroad teacher/chaperones

### *Curfew*

All volunteers participating in the program will be expected to respect the mandatory curfew of 9pm daily. Exceptions to this curfew will only include excursions or evening activities arranged by our staff.

### *Quiet Hours and Lights Out*

All volunteers participating in the program will be expected to respect their fellow volunteers by observing quiet hours at 10pm each night and lights out by 11pm. This will ensure volunteers are well-rested for their volunteer placement in the morning.

### *Transportation*

- Squads should have private transport for all volunteer and cultural activities
- An vehicle should always be available 24/7 in the case of emergency
- Safety belts and routine safety checks should be conducted on all Squad vehicles

### *Food and Safety*

- A Health Information Form must be received and carefully reviewed before each program.
- Dietary restrictions, allergies, and food preferences must be noted in advance.

-Filtered water must be provided at all times including at outside accommodations and weekend overnight excursions.

#### *Prescription Medication*

-In order to maintain the highest level of safety, all prescription pain medication and mood-altering medication will be held by the adult teacher/chaperones or Squad staff. Once students arrive in-country medications must be checked in with the Program Director and communicate the frequency/quantity you will require. When students require medication they must see the Program Director or another supervising staff member to access your medication.

-A locked refrigerator should be available at the home-base accommodations for medications if necessary

### **Program Policies**

#### *Drugs*

The use of drugs on the program is illegal for all Squad volunteers and staff. Anyone who is found asking for, buying, in possession of, or using drugs will be expelled from the program.

#### *Alcohol and Tobacco*

Volunteers are prohibited from consuming alcohol and/or tobacco while participating on a Squad program. In the United States, the legal age to purchase tobacco is 18 and alcohol is 21.

Therefore, there is a no-tolerance policy for the consumption and possession of alcohol and/or tobacco while participating in a Squad program.

#### *Weapons*

Under no circumstances will staff or volunteers carry weapons or have weapons or ammunition on the program.

#### *Sexual Relations*

Volunteers are prohibited from any sexual relations while on the program.

### **Staff and Teacher-Chaperone Responsibilities**

*Squad trips involve Squads trained staff and “teacher-chaperones” from the school. We believe it is critical to establish a working relationship and some division of labor between the Squad staff and the teacher-chaperone(s) to ensure a smooth trip. On a Squad trip, the emphasis for Squad staff is on logistics, planning, safety, and the overall guidance of the group. The primary responsibility of the teacher-chaperones involves group dynamics, disciplinary issues. Both leaders and teacher-chaperones should work together in upholding Code of Conduct. In cases where disciplinary action is necessitated, Country Directors, teacher-chaperones, and the Squad Program Director will discuss any problems and devise an action plan. In an emergency Squad staff and teacher-chaperones must work as a team to manage a crisis safely!*

**Squads In-Country Staff are responsible for:**

- Providing a safe and reasonable environment for all participants
  - Explaining possible risks and safety concerns to all participants.
  - Establishing Emergency Action Plans for each location should the need arise to take a student to the hospital, etc.
  - Evaluating and making changes whenever necessary (Take initiative!)
  - Crisis management
- Providing first aid or accompanying a participant to the hospital. In the case of a trip to the hospital or clinic Squad staff must be present.
- Collect, guard, and issue any student prescription medications in coordination with the teacher/chaperones.
- Logistics, day to day scheduling, and planning of activities
- Coordinating transportation and activities for the duration of the trip
- Major decisions involving disciplinary action.
- Leading regular meetings throughout the trip with the chaperones and the participants.
- Supporting teacher-chaperones with language learning activities and scheduling.

**Teacher(s)/ chaperone(s) are responsible for:**

- Participating in all scheduled activities unless otherwise planned
- Collecting and guarding student passports. Please collect passports immediately in the airport once they are no longer required and lock them in safe-keeping in the home-base for the duration of the trip.
- Collect, guard, and issue any student prescription medications in coordination with the Squad staff.
- Discipline and group dynamic issues related to homesickness, rudeness, disrespect of group members and community members, tardiness, and overall positive group relations.
- Helping ensure students arrive to activities on time and are prepared with the appropriate clothing and items for each day's activities.
- Assisting in the event of an emergency
- Headcounts and making sure everyone is present
- Bed time and wakeup enforcement and cleanliness
- Leading and conducting language learning activities (if applicable).
- Providing insight to students' needs and concerns
- Providing emotional support and encouragement to students
- Communicating with parents back home in the event of a medical or behavioral issue.
- Communicating openly with Squad Staff

*By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies.*

\_\_\_\_\_  
NAME of Adult-Chaperone Signature (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE of Adult-Chaperone