



M U R O T O E X C H A N G E

ADULT CHAPERONES REQUIREMENTS & EXPECTATIONS

Information for Adult Chaperones & Parents of Student Delegates

GENERAL

- Japanese language skills and/or a strong interest in Japanese/international culture are highly desirable qualities in adult chaperones; the selected chaperones may possess a mix of Japanese language proficiency, first aid, mandatory reporting and leadership skills/certificates, and will all have a current *Working with Children Check* (or equivalent)
- Adult chaperones must be aware that they are participating in the Exchange to accompany the student delegates; however, it is important that adult chaperones enjoy a successful and fulfilling Exchange experience
- One adult chaperone will be selected as the designated Tour Leader
- Adult chaperones will need to delegate certain roles amongst themselves (e.g. carrying medical forms, emergency contacts, transporting gifts, music for group item etc.); these responsibilities should be allocated fairly and reasonably
- Adult chaperones are not responsible for looking after the money, passport or travel documents of student delegates; this is their individual responsibility

FUNDRAISING

- **Parents** and students may decide to undertake fundraising activities (even if only for bonding purposes); parents can organise or assist with these events as required
- Adult chaperones are not responsible for facilitating group fundraising efforts, unless they have nominated themselves for this role
- Adult chaperones are encouraged to participate in fundraising efforts in order to contribute to the Exchange, however this is not a requirement

PREPARATION

- Adult chaperones are required to attend all preparation sessions with the student delegates and preparation meetings with other adult chaperones and committee members (regardless of any previous delegation preparation attendance)
- The email addresses and phone numbers of adult chaperones, students and parents may be disclosed to the group as a form of communication; individual contact details can be used if sensitive information needs to be shared
- Adult chaperones will be introduced to the parents of the student delegates at an early opportunity (e.g. preparation session or BBQ or other group event)
- Adult chaperones are expected to participate in the group's musical act

- Adult chaperones may assign responsibilities to student delegates before the trip (e.g. carrying props/gifts to Japan)
- Adult chaperones (and student delegates in small groups) will be interviewed by local media about the Exchange (this may be before, during or after the trip)

MEDICAL DOCUMENTATION

- **Parents** and adult chaperones are responsible for disclosing ALL relevant medical information (including medications) on the medical form provided
- Adult chaperones will be made aware of any specific medical issues of student delegates within the group; this information will remain confidential
- The PLMFG will forward relevant medical information to the host families in Muroto
- Adult chaperones will be required to carry all medical and emergency contact information throughout the Exchange

OFFICIAL GIFTS

- Adult chaperones may be responsible for carrying official gifts to Muroto from the Port Lincoln Council, Committee and schools
- The Tour Leader will be responsible for nominating who will “give” these gifts, and will liaise with the committee in Muroto about when this will occur

PHONES

- The Japanese phone network is very different to ours – accessing phone services can be expensive; for safety purposes, the mobile phones of two of the adult chaperones will be made accessible and paid for within the travel budget
- These two phone numbers will be made available to all **parents**, the host families, and printed on the pink card in each traveller’s lanyard pouch; the pink card is an “*I’m lost, can you please help me?*” message, written in English and Japanese
- It is NOT required or recommended for any other delegates to pay to make their phone voice service available in Japan
- **Parents** be aware, and make your student aware, of the possibility of very high phone accounts if phones are used for mobile data and voice calls in Japan and from Japan
- Data connections will be available at many Wi-Fi locations around Japan; it is recommended that all communication is via data, not voice; all delegates MUST be aware of how to turn voice services off whilst in Japan
- Adult chaperones will remind students of protocols relating to the appropriate use of devices whilst in Japan, especially during functions and outings; the Japanese have some unique protocols that will be discussed during the preparation sessions

ON THE TRIP

- The Tour Leader, and other nominated adult chaperones, will carry all travel and tour documentation with them throughout the Exchange
- Each adult chaperone will be directly responsible for a small group of student delegates throughout the trip (this includes getting on/off trains, transiting through airports/customs, medical situations etc.); this adult chaperone will be the primary contact person for their group of students
- Adult chaperones are required to adhere to the delegation’s pre-determined dress code, including obtaining/wearing the delegation polo on designated days or at specific functions

- Adult chaperones are responsible for ensuring that ALL student delegates have a business card/name of hotel recorded in case any members of the group get separated during independent travel
- Adult chaperones are responsible for nominating relevant meeting places for the teams to re-group after separating for touring or shopping
- Adult chaperones may need to remind student delegates of aspects of the group's pre-determined (behavioural) Code of Conduct
- Adult chaperones are required to check in with student delegates to ensure that they are feeling comfortable within their host family/home (student well-being)
- In case of illness/injury, adult chaperones will need to remain with the student delegates allocated to them (e.g. in case of hospital visit), unless another adult chaperone is more qualified in terms of First Aid; in the case of extended illness/injury, the care will be evenly shared between the adult chaperones
- Adult delegates are expected to practice the responsible consumption of alcohol; they are encouraged to work together to ensure that at least one adult chaperone is available at all times in case of any emergencies arising

INDEPENDENT TRAVEL

- Adult chaperones are reminded that extra levels of duty of care are required during any independent travel components of the Exchange
- Adult chaperones are responsible for liaising with the student delegates regarding plans during any free time; this may mean exploring options for places to visit and eat
- Local guides will be used during independent travel components; adult chaperones will be required to ensure that the group keeps up with the guide; as some guides move quickly, keeping up is imperative to maintaining the safety and cohesion of the group; if necessary, adult chaperones may respectfully ask the guide to slow down, remembering that this may alter the schedule

AFTER THE TRIP

- Adult chaperones may wish to join the panel for selecting student delegates for the following year's Exchange; this is not an expectation
- Adult chaperones will attend and participate in the Welcome Back Dinner
- All student delegates and adult chaperones will submit 5–10 photographs of their Exchange experience to the PLMFG Secretary; these images will be displayed at the Welcome Back Dinner and may be published on the PLMFG website and/or in the local media; by submitting a photo, you are providing public usage consent
- **Parents** may consider hosting a delegate from Muroto (ten days in August)
- **Parents** may consider joining the PLMFG at the member level