

Page Program

Chaperone Responsibilities, Guidelines, and Rules

Thank you for choosing to assist the Legislative Assembly team that is responsible for the Page Program. Your role and the work you perform is critical to the success of this program.

As with any team it is important that we each understand our individual responsibilities and duties as well as how we contribute to the success of the program.

For this reason you are required to participate in a process that ensures you receive all of the information needed to be successful as a chaperone and to provide our pages with a high standard of care while in Yellowknife.

We hope you find your chaperone work rewarding and fulfilling, and that it will inspire you to share your experience with others and participate again in our program.

Once again, welcome to the Legislative Assembly and thank you for your commitment and dedication to this valuable program for students across the Northwest Territories.

Sincerely,

Glen Rutland, Clerk
Northwest Territories Legislative Assembly

Page Program

Program Overview

The Legislative Assembly provides Page Services to the House while it is sitting during a session. Generally, there are two sessions held each year with about fifty sitting days in total.

Page services are provided from each of the constituencies, and from the communities within these constituencies, on a rotational basis.

One or more students, Grade 7 or 8, have been selected from your community to come to Yellowknife to work as a Page for an upcoming sitting.

These students have been recommended by the school in your community based on their performance in school, their social behavior, and their interest in how government works.

You have been chosen to chaperone these students based on a recommendation from the school, or from your Member of the Legislative Assembly.

As a chaperone you are responsible for ensuring the safety and well-being of these students while they are in your care.

The Legislative Assembly team works with you to provide the resources, services, and support to make the page program a valuable and rewarding experience for the students and yourself.

The Sergeant-at-Arms for the Legislative Assembly supervises Pages while they are working at the Legislative Assembly.

The Public Affairs & Communication Team is responsible for the Page Program. The Official Language/Public Outreach Coordinator is your first point of contact and the person you will report to while providing chaperone services.

Page Program

Chaperone Responsibilities

As a Chaperone you are in a position of trust and authority. You will be the person that students can approach if they need help or need someone to talk to. At the same time, you are the person that will need to set limits and enforce rules for the students' safety and well-being. In essence, you will be providing the same standard of care that a parent would provide for their child.

The expectation is that while students are in your care, they will be supervised by you at all times while not on page duty at the Legislative Assembly.

When the pages are at work you will be free to conduct your own affairs until they have finished work. The exception to this may be where a student is unable to fulfill or is relieved from their page duties (ex: illness, behavioral issues, etc.). In these situations, you will need to be available to assume care and supervision of the student.

You will be responsible for:

1. Keeping students safe through appropriate supervision
2. Planning and participating in approved extra-curricular activities
3. Ensuring students complete schoolwork, if required
4. Planning and following an age appropriate and healthy daily routine

Page Work Schedule, Payment & Per Diems

You will be provided with a training and work schedule for your Pages before you travel to Yellowknife. Training may occur the day before or the first day of Session, depending on what day you arrive and the first day of Session.

Pages will be provided with per diem payments to assist with meal costs. They will be provided with a cheque in their name upon arrival to Yellowknife. You will assist the Page in managing their funds. On days where the Page is provided meals at the Legislative Assembly, no per diem will be provided for that meal.

Accommodation

When possible, hotel rooms for chaperones and students from each community are booked next to each other so that chaperones can work together to provide appropriate supervision.

For the protection of students and chaperones it is strongly recommended that when checking on students in their rooms that gender rules apply - male chaperones check on male students and female chaperones check on female students. When this is not possible the chaperone must be accompanied by one other person.

Male students and female students are not permitted to room together.

Chaperones are not allowed in the room with students. This reduces the risk of inappropriate behavior and allows students to spend free time with other students and practice life skills such as decision-making, assuming responsibility and problem solving. The exception to this is for family members.

School Work

The expectation is that if a parent or the school sends a student with homework you will work with the student to plan, assist when possible, and supervise them while they do their homework.

Daily Routines

The expectation is that you will establish a reasonable and appropriate daily routine with students. This means determining appropriate sleep and wake-up times, healthy options for meals and snacks, hygiene routines, and a balanced activity schedule.

Extra-Curricular Activities

One of our objectives of the program is to make the page program a rewarding and enjoyable experience for students. It is important that students be allowed the opportunity to explore and participate in a range of age-appropriate and safe activities while visiting Yellowknife.

To promote and support healthy lifestyles and positive social activities for youth the Legislative Assembly will fund most activities for chaperones and students. For a list of pre-approved activities, please see page 7 – allowable expenses. For activities that are not listed in the pre-approved expenses, please seek authorization from the Manager of Public Affairs & Communication.

It is recommended that chaperones and students plan their activities for the week, considering pre-approved activities. This ensures that planned activities have been approved and that any funding required for activities can be arranged beforehand.

To attain approval, simply send an email to LA_PAC@ntassembly.ca with a description of activity and date for your suggested activity.

Support Services and Emergency Procedures

From time-to-time chaperones may be faced with situations or occurrences that they are unsure of how to deal with. Although these may not be defined as emergencies it is important that a course of action be taken by the chaperone and the page program team.

Examples of when a chaperone would need to contact the team for support, advice, or notifications would be if there is a disruptive or non-compliant student, or if a student leaves your care without permission.

In these instances, it is recommended to immediately contact the Official Languages/Public Outreach Coordinator or their designate to seek direction and advice on how to appropriately deal with a situation. In addition, chaperones will need to document such occurrences if the situation requires further investigation or actions. The Official Languages/Public Outreach Coordinator can provide guidance on what to document.

Even with risk management planning emergencies still happen. Examples of when a chaperone would need to respond to an emergency situation would be someone in your group is injured or is in medical need.

In case of an emergency:

1. Your first priority is to provide appropriate medical attention to the person in need. Call **911** for an ambulance or RCMP as appropriate. Do not leave the scene.
2. Next contact the Legislative Assembly to make them aware of the situation so they can contact parents or guardians if need be and provide any assistance you will need to care for other students with you.
3. After the situation has stabilized and the appropriate parties have been contacted you will need to complete an accident/incident report. The Legislative Assembly will provide the form and can assist with this.

It is very important that all members of the page program team know the emergency plan. Do not attempt to handle an emergency alone.

Emergency and Legislative Assembly Support Staff Contact Information

The following are important contact numbers you will need access to for support services or emergency response. It is recommended that you temporarily store these contact numbers in your cellular phone while chaperoning students.

Emergency Service	Primary Emergency #	Secondary Phone #
RCMP	911	669-1111
Ambulance	911	873-2222
Fire Department	911	873-2222

Legislative Assembly Page Program Support Staff



Chris Comeau
Sergeant-at-Arms
Phone: (867) 767-9131 ext. 12049

The Sergeant-at-Arms is responsible for supervising Pages while the Page is reporting working at the Legislative Assembly Building.



Jennifer Lennie
Manager, Public Affairs & Communication
Phone: (867) 767-9131 ext. 12048

The Manager of the Public Affairs & Communication team oversees the Page Program.



Dominique Poirier, Official Languages/Public Outreach Coordinator
Phone: (867) 767-9131 ext. 12022

The Official Languages/Public Outreach Coordinator supports the Page Program for all application requests, travel, per diem & expense processing.

Finance & Procurement Officers – After Hours Travel Concerns

- This team of 3 supports any emergency travel issues.
- The after-hours travel phone number is **(867) 445-6954**

Page Program

Chaperone Compensation and Expenses

Payment for Chaperon Services

As a chaperone you will be paid as an honorarium of \$200 per day for supervising and caring for the students as per Chaperone Duties on page 3 & 4.

Expenses & Reimbursements

Pre-paid expenses

- Transportation costs: flights are paid for by the Legislative Assembly. If you are required to drive between communities, you will be reimbursed for your mileage.
- Per diems for meals. This is paid by voucher in our system. To ensure you have your funds prior to your travel, your supplier ID needs to be active and up to date. Attached are forms that
- Rates for these expenses can be found here:

<https://my.hr.gov.nt.ca/employees/travel/duty-travel/duty-travel-rates>

Reimbursement

- You may be reimbursed for allowable expenses.
- Receipts are required for any expense exceeding \$ 10.00.
- Please complete attached excel sheet and provide PDF of receipts for all expenses list to LA_PAC@ntassembly.ca.

Allowable Expenses	Non-allowable Expenses
<ul style="list-style-type: none"> • Taxis for transporting the students to the Legislative Assembly, to St. Patrick School or to evening activities • Cost of any approved extra-curricular activities • Sports Complexes & Fields • Fitness Centers • Museum Tour • Public Special Events • Bowling • Swimming Pool • Movie Theater • Golfing • VR Gaming 	<ul style="list-style-type: none"> • Tips, as you receive a per diem that includes incidentals this type of expense does not qualify for reimbursement. • Groceries, snacks, meals. As you are provided with a per diem that is intended to cover meals this expense does not qualify for reimbursement.

Payment Methods

In order to process any type of payments (per diems, reimbursements, honorariums), you must be set up in the GNWT system as a supplier. If you are not already set up at a supplier in this system or if your supplier ID needs to be reactivated and/or updated, you must complete and submit to us the attached Supplier ID request forms.

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Chaperone Rules

Chaperones are expected to have a full understanding of their responsibilities and be able to exercise appropriate guidance, limit setting, and decision making for those under their care. As a condition of their contract with the Legislative Assembly chaperones must participate in the program orientation session and be able to demonstrate their ability to effectively chaperone students.

The consumption of alcohol or illegal drugs while on duty as a chaperone is strictly prohibited. You are on duty; from the time you leave your community until the time you return the students to their parents in the community. Failure to comply with this condition will result in immediate disciplinary action up to and including release from your duty of care and cancellation of applicable contract terms.

Having been approved to be a chaperone for the page program I agree to carry out the responsibilities and abide by the rules for a chaperone as outlined in the chaperone guidelines document. I also understand and agree to the terms for remuneration and expenses provided by the Northwest Territories Legislative Assembly.

Name of Chaperone (please print)

Signature of Chaperone

Date

Enclosed:



Expense
Worksheet.xlsx

Page Program – Chaperone Application

Official Languages and Public Outreach Coordinator – 867-767-9131 ext. 12022

Once form is complete, please email to LA_PAC@ntassembly.ca

☐ RCMP Criminal Record Check – Vulnerable Sector **(Mandatory)**

First Name:	Last Name:
Date of Birth:	SIN#:
Mailing Address:	
Phone:	Email:
Relationship to Page(s):	
Occupation:	
Current Employer:	
Employment Dates: From:	To:
Please Provide 2 References (Name, Email Address, Phone #):	
1.	
2.	
Have you ever been employed or volunteered to supervise or chaperone children or students? If yes, please provide details:	
Organization (if more than 1, add in email):	
Were you an <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor	
Dates:	
Duties & responsibilities:	
Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you currently have a substance use disorder (abuse of either alcohol or illegal drugs)?	
<input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please provide details on a separate document and attach to this form.	

Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have any existing mental health conditions that are likely to impair your ability to function as a chaperone.

☐ No ☐ Yes. If yes, please provide details on a separate sheet of paper and attach to this form.

Do you have mobility or physical restrictions that we should be aware of:

☐ No ☐ Yes, if yes, please describe:

Are there any dietary restrictions we should be aware of?

☐ No ☐ Yes, if yes, please describe:

Do you have a valid class 5 NWT driver's license?

☐ No ☐ Yes

- ☐ I declare that I have not been convicted of a criminal offence or have truthfully and fully declared any criminal record I may have, and that all information provided by me on this application is true and accurate to the best of my knowledge.
- ☐ If also agree to allow the Legislative Assembly of the Northwest Territories contact the persons, I have listed as references as part of the application process.

Chaperone Signature

Witness

Date