

SOP: Chaperone Selection, Briefing, and Duty Assignment

This SOP details the process for **chaperone selection, briefing, and duty assignment**, ensuring that qualified individuals are chosen to supervise participants effectively. It includes criteria for selecting suitable chaperones, comprehensive briefing protocols to communicate responsibilities and safety procedures, and clear assignment of specific duties to maintain order and participant safety during events or trips.

1. Purpose

To outline the standardized process for selecting, briefing, and assigning duties to chaperones to ensure the safety and well-being of all participants during organizational events or trips.

2. Scope

This procedure applies to all staff involved in organizing events or trips that require participant supervision by chaperones.

3. Responsibilities

- **Event Coordinator:** Oversees chaperone selection, briefing, and duty assignment.
- **Selected Chaperones:** Attend briefings, understand responsibilities, and perform assigned duties.

4. Procedure

4.1 Chaperone Selection Criteria

1. Chaperones must be at least 21 years old.
2. Must have a completed background check on file within the past year.
3. Preferably have previous experience supervising groups (youth/adults).
4. Should possess or be willing to obtain basic first aid and CPR certification.
5. Must demonstrate a clear understanding of organizational policies and ethical conduct.

4.2 Briefing Protocol

1. Schedule a compulsory pre-event briefing session for all selected chaperones.
2. Communicate:
 - Event overview and objectives
 - Participant profiles and special needs
 - Safety protocols and emergency procedures
 - Expected code of conduct and confidentiality requirements
 - Communication plans (contact lists, radios, etc.)
3. Distribute a written Chaperone Handbook outlining all procedures and expectations.
4. Allow time for Q&A to clarify duties and procedures.

4.3 Duty Assignment

1. Assign chaperone-to-participant ratios in line with policy (e.g., 1:10 for youth).
2. Allocate specific responsibilities, such as:
 - Group leader for each subgroup
 - Headcount coordination at transitions
 - Supervision of specific activities or locations
 - First aid point of contact
3. Document assignments and distribute duty lists to all chaperones prior to the event.
4. Ensure all chaperones acknowledge and accept their roles in writing.

5. Documentation

- Chaperone Selection Records
- Signed Chaperone Briefing Attendance Sheets
- Duty Assignment Lists
- Incident and Feedback Reports (post-event)

6. Review and Revision

This SOP should be reviewed annually or following any incident to ensure continuous improvement and relevance.

7. Appendices

- Appendix A: Sample Chaperone Handbook
- Appendix B: Background Check Consent Form