SOP: Chaperone and Staff Assignment with Roles Clarification

This SOP defines the process for **chaperone and staff assignment with roles clarification**, detailing the criteria for selecting chaperones and staff, outlining their specific responsibilities and duties, ensuring clear communication of roles before events or activities, and establishing accountability measures. The purpose is to promote effective supervision, enhance participant safety, and ensure smooth coordination during all organized events or programs.

1. Purpose

To ensure systematic assignment of chaperones and staff, with clear role definition, for safe and effective event or program management.

2. Scope

This SOP applies to all events or activities organized by [Organization Name], involving participants needing supervision or assistance.

3. Definitions

- **Chaperone:** An individual responsible for supervising participants and ensuring their welfare during events.
- **Staff:** Personnel involved in supporting, coordinating, or managing various aspects of the event.

4. Responsibilities

1. Event Coordinator: Oversees assignment of chaperones and staff, and ensures roles are communicated and understood.
2. Chaperones & Staff: Carry out assigned duties responsibly as per communicated roles and expectations.

5. Procedure

1. **Planning Phase**
   - Determine supervision needs based on the size, nature, and risk profile of the event.
   - Determine required number of chaperones and staff per policy or best practice ratios.
2. **Selection and Assignment**
   - Identify eligible chaperones and staff based on qualifications, background checks, experience, and availability.
   - Assign chaperones and staff to specific roles, groups, or activity areas.
   - Document assignments in an event roster with contact information.
3. **Roles Clarification**
   - Define duties and responsibilities for all Assigned roles (see Section 6).
   - Provide written role summaries to each chaperone and staff member.
   - Conduct pre-event meetings or orientations to address questions and clarify expectations.
4. **Communication**
   - Share all assignments and role descriptions with relevant personnel ahead of the event.

- Establish primary points of contact and clearly communicate escalation procedures.

5. **During Event**
    - Monitor adherence to role assignments and responsibilities.
    - Address gaps or issues in role execution in real-time.

6. **Post-Event Review**
    - Collect feedback from chaperones, staff, and participants.
    - Document performance, note suggestions for future improvements, and review accountability records.

6. Sample Roles and Responsibilities

Role	Responsibilities
Lead Chaperone	- Overall supervision of assigned group - Point of contact for emergencies - Ensuring compliance with safety guidelines
Assistant Chaperone	- Support Lead Chaperone duties - Monitor participant attendance - Assist in enforcing rules
Staff â€" Logistics	- Set up and dismantle equipment/venues - Coordinate transportation and supplies
Staff â€" Administration	- Manage records and documentation - Communicate schedules and updates

7. Accountability and Documentation

- Maintain assignment records for each event.
- Document and investigate any incidents or breaches of responsibility.
- Provide performance feedback to chaperones and staff after events.

8. Review and Update

This SOP shall be reviewed annually or following significant incidents, and updated as necessary to improve processes.

9. References

- [Relevant policies or guidelines]
- [Legal or regulatory requirements]

10. Approval

Approved by: _____

Date: _____