

SOP: Chaperone Roles and Responsibilities

This SOP defines the **chaperone roles and responsibilities**, detailing the duties and expectations of individuals supervising minors or groups during events, trips, or activities. It covers guidelines for ensuring participant safety, maintaining appropriate conduct, assisting with logistical coordination, managing group behavior, and providing support in emergencies. The procedure aims to promote a secure and well-organized environment where all participants are protected and responsibilities are clearly understood.

1. Purpose

To outline the roles, duties, and expectations of chaperones in order to ensure the safety and proper supervision of participants during organizational activities and events.

2. Scope

This SOP applies to all individuals acting as chaperones for minors or groups at organizational events, trips, and activities.

3. Definitions

- **Chaperone:** An adult responsible for overseeing, guiding, and supervising participants, particularly minors, during organizational activities.
- **Participant:** Any individual, usually a minor, under the care and supervision of a chaperone during a specified activity.

4. Roles and Responsibilities

Role	Responsibility
Safety Supervision	Maintain constant awareness of participants' whereabouts and proactively identify and address potential safety risks.
Conduct Management	Enforce event rules, encourage appropriate behavior, and correct misconduct promptly and respectfully.
Logistical Assistance	Assist in organizing transportation, meals, attendance, room assignments, and time management for activities.
Emergency Support	Respond immediately to accidents, injuries, illnesses, or emergencies according to established protocols; notify event leaders or authorities as required.
Communication	Maintain effective communication with participants, other chaperones, organizational staff, and guardians as needed.
Documentation	Complete incident and attendance reports, and maintain necessary records as instructed by event organizers.

5. Code of Conduct

- Chaperones must act in a professional, respectful, and responsible manner at all times.
- Chaperones must not engage in inappropriate, abusive, or unprofessional conduct.
- Maintain confidentiality regarding participant information.
- Adhere strictly to all organizational and legal guidelines regarding contact with minors.

6. Procedure

1. **Preparation:** Review event details, participant lists, emergency contacts, and logistical information prior to the event.
2. **Briefing:** Attend pre-event meetings or training as scheduled by the organization.
3. **Active Supervision:** Monitor participants closely, promote safety, enforce rules, and provide guidance as

needed throughout the event.

4. **Incident Response:** Follow emergency procedures and report incidents to designated authorities.
5. **Debrief:** Participate in post-event meetings or submit required reports to event organizers.

7. Emergency Procedures

- Remain calm and ensure participant safety.
- Contact emergency services if necessary.
- Inform organizational contacts and guardians as soon as possible.
- Complete incident reports as required.

8. Approval and Review

- This SOP shall be reviewed and approved annually by organizational leadership.
- Amendments may be made as necessary to comply with updated policies or legal requirements.