PROM CHAPERONE

Responsibilities Guide

Prom is one of the most memorable events in a student's high school journey. As a chaperone, your role is pivotal in creating an environment that's not only fun and memorable but also safe and secure. We trust you to help uphold our school's standards and to ensure that this event runs smoothly.

Here's a quick one-page guide to your key responsibilities:

1. Pre-Prom Briefing:

It is crucial to start with a comprehensive pre-prom briefing session where you thoroughly learn, understand and communicate the rules and expectations set by the school administration. Take the time to familiarize yourself with the venue layout and emergency procedures, ensuring that you are well prepared for any unforeseen circumstances.

2. Arrival Duty:

As students arrive, welcome them warmly and make sure they have their tickets or are on the guest list. Additionally, take this opportunity to remind them of key rules and guidelines to ensure a safe and enjoyable prom experience for everyone involved.

3. Supervision:

Throughout the evening, it is essential to circulate around the venue, maintaining a visible presence. Keep a watchful eye on students' behavior and intervene if necessary to uphold school policies and maintain a respectful and inclusive atmosphere.

4. Rule Enforcement:

As a chaperone, it is your responsibility to ensure that attendees follow all school rules and regulations. This includes monitoring the dress code, conduct and adherence to substance use policies. By consistently enforcing these rules, you contribute to a positive and secure environment for all attendees.

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5. Emergency Preparedness:

Take proactive measures to handle any emergencies that may arise during the prom. Familiarize yourself with the location of first aid kits and have emergency contact numbers readily available. By being prepared, you can swiftly and effectively respond to any unforeseen situations, ensuring the safety and well-being of all participants.

6. Communication:

Maintain open lines of communication with the school administration throughout the event. Keep them informed about any major incidents or issues that may arise during the course of the evening.

7. Coordination with Other Chaperones:

Establish regular communication and coordination with other chaperones and staff members to ensure cohesive supervision throughout the event. Regular check-ins and collaboration help ensure a consistent and unified approach to student safety and well-being.

8. Student Assistance:

As a chaperone, be readily available to assist students with any questions or concerns they may have throughout the prom. This can range from providing directions around the venue to helping with minor emergencies like wardrobe malfunctions.

9. Departure Duty:

As the event draws to a close, it is crucial to ensure that all students leave the venue safely. Coordinate with transportation services as needed and ensure that each student has a safe and reliable way to reach their destination.

20. Post-Event Debrief:

After the prom concludes, actively participate in a debrief session with the school administration and other chaperones. Share your feedback on the event, including any challenges encountered and suggestions for future improvements. By reflecting on the prom experience right away, you help to enhance future events and ensure a safe and memorable prom tradition for years to come.

Your contribution to this event is greatly appreciated. Together, we can make this prom a safe and memorable experience for all our students.

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