



Chaparone Guide



Your Mission:

As a chaperone, it is your duty to ensure the safety of the agents (attendees) during the course of the hackathon.

Your main two duties are to:

Supervise for Safety

This includes: making sure that tools and materials are being used correctly and in their designated areas, that medical services are contacted in the rare case of a medical emergency, and that other chaperones present are following their duties.



Notify Staff of Issues and Concerns

Notifying staff if: you are asked a question or told a concern where you are unsure of how to answer, witness a medical emergency or conflict, or see a chaperone not following protocol



How to Sign Up

A sign-up form will be sent out, allowing you to sign up for two-hour shifts. Chaperones may sign up for multiple shifts in a row, separate shifts, or a singular shift. Any time you can volunteer is greatly appreciated!



Shifts:

There will be three shifts: evening, night, and morning. The evening shift will be from 12:00 to 9:00, the night shift from 9:00 to 6:00, and the morning shift from 6:00 to 12:00. The volunteer form will be sent out shortly.

Accommodations:

For shifts that go over a the time of a meal such as lunch, dinner, or breakfast, a meal will be provided to chaperones present.

Cancellations:

In the event that you have signed up for a shift but must cancel, please let the REHACTED team know as soon as possible, as chaperones are crucial to both the success and safety of a hackathon.



Chaperones who have signed up will be background checked by staff and be checked that they know their responsibilities as specified in this guide.

Dos and Don'ts

Below are some examples of what to do in certain situations that you may run into during your shift:

If an attendee asks a question or brings up a concern that you are not sure of how to answer:

DO

Notify team/staff members for assistance

DON'T

- Answer without being sure
- Ignore the question/concern
- Note it down to bring up only at the end of your shift

In the unlikely case of a medical emergency:

DO

Immediately call emergency services and then alert staff so that guardians may be contacted

DON'T

- Attempt a medical procedure without proper training
- Leave the person unattended
- Attempt to move the person unless medically necessary

If you see an adult chaperone not following protocol:

DO

Inform staff

DON'T

- Stay silent about it
- Confront them on your own
- Escalate the situation

For further questions or clarifications, you may contact the [REHACTED] staff at info@rehacted.org