



CHAPERONES AND GROUP LEADERS: PROGRAM ROLES AND RESPONSIBILITIES

Positive student-led experience is the primary focus of our expeditions. While adults are encouraged to participate in all aspects of the program, we also ask that you encourage student ownership. Be prepared for the students to impress you with how well they can accomplish their goals as a team when they collaborate! In addition to ensuring a positive student-led experience, you'll also help create and maintain a safe environment for exploring and learning, while keeping students physically and emotionally safe on the vessel and on shore. To be able to care of others, you must also first take care of yourself. Be sure you also stay warm, dry and hydrated. If you don't feel you can fulfill the responsibilities of being a chaperone, it is important for the safety of the crew and students that someone else fills the role. If you have any questions or concerns about the expectations below, please contact the Education Director. Thank you for offering you time and energy!

CHAPERONE RESPONSIBILITIES:

- Assist in **following and enforcing safety rules** (see below).
- Know station bill **responsibilities for emergencies** (primarily crowd control, muster on cabin top and headcount report to Captain or Mate).
- Monitor students for **warmth, dryness, and dehydration**. Remind students to be proactive about hydration since it is often overlooked. Many injuries during a program can be attributed to being too wet, too cold and/or too dehydrated.
- Assist with **galley tasks** whenever possible. These tasks can include helping with group dishes, monitoring lunch, helping prepare lunch or snack, or general galley cleanup.
- Assist with the **donning of raingear**. This is a task that needs many helping hands and often must be done quickly to keep students dry, warm and healthy!
- Assist staff with **taking photos with the Salish Sea Expeditions camera** throughout the Expedition.
- Assist with Watch supervision during **Exploration** activity and crew check-ins/meetings (see below).
- It is very helpful to assist with **evening activities**, which include tent set-up, student supervision during dinner prep, hikes, beach exploration & games, and **getting students into bed and settled down for lights out**.

SPECIAL CONSIDERATIONS & REQUESTS

Station Bill

During the safety orientation at the beginning of the Expedition you will be made aware of the **Station Bill** which designates the responsibilities of the crew, teachers and chaperones. The **Station Bill** is a document posted with emergency response tasks for all the crew. The crew has specific duties assigned in the event of an emergency.

Accident or Injury

Anytime there is an injury during the program, a crew member should be informed immediately. Follow-up to be sure the Program Coordinator and Captain are made aware of the situation. The crew is trained in emergency medical situations.

GENERAL SAFETY GUIDELINES & SITUATIONS

These rules will be explained further onboard, and we'll ask for your support in enforcing them. Thanks in advance for your help!

We have a no cell phone policy. Students are informed that after the first warning a crew member, teacher or chaperone will confiscate and stow phones till the end of program.

On the boat:

- One hand for your life, one hand for the boat. Be aware of handholds that are sturdy & reliable.
- Lifejackets (PFDs) are to be worn and buckled whenever on deck and must be the outer-most layer.
- Go up and down the companionways like you would a ladder, facing the ladder.
- WALK at all times on deck or below.
- Work and walk on the windward or "high" side when boat is heeling (tipping).
- Anything being deployed (science gear, buckets, etc.) must be secured to boat.
- Where to be, where not to be:
 - Avoid leaning on lifelines, as they are not sturdy and you can lose your balance and fall overboard. Arms and legs must stay inside lifelines at all times.
 - Refrain from touching or standing on any lines, sails or other equipment onboard unless instructed to do so.
 - Stay clear of any lines that are under tension. While rare, they can snap.
 - Standing on the cabin top or in front of companionway while underway is prohibited.
 - During docking, all students must be sitting and quiet on the cabin top and on the side of boat furthest away from the dock

STUDENT BEHAVIOR

Student behavior comes in many forms, as you likely know. Please help provide oversight in group settings and assist the crew with student dynamics. The crew is trained to deal with typical and minor behavioral disruptions.

If a student becomes disruptive to the program or jeopardizes the safety of anyone, bring it to the immediate attention of the Program Coordinator, the Captain and/or the Mate. The Program Coordinator in collaboration with the appropriate crew and group leader will determine the best course of action.