



Dear Chaperone,

Thank you for considering taking part in your student's upcoming UnderWater World Sleepover. We look forward to showing you and your students to a night full of fun and excitement! As a chaperone you will no doubt have questions about what will be going on whilst you are here. There are also a number of items we need you to be aware of before you arrive. The following information will help you prepare for your role as a chaperone for this excursion. After reviewing the Chaperone Code of Conduct on the following page, please sign and return it to your coordinating teacher/organiser. If you have any questions or concerns regarding your role or the expectations of you as a chaperone, please speak with your organiser before signing this agreement. Thank you again for your assistance and we look forward to seeing you soon!

### **Things You May Want to Know**

- UnderWater World (UWW) offers teachers and chaperones complimentary filtered coffee, tea and orange juice at dinner, supper and breakfast time.
- If you require or desire other food or drink items besides those listed above (NO ALCOHOL), you may bring your own.
- Sleeping bags, inserts, pillows and sleeping mats are available for hire. *However, for the added comfort and convenience of our chaperones and teachers, we are happy to provide you with an inflatable mat to borrow at no charge.*
- UnderWater World will be closed and locked at 6pm and the security alarms will be activated.
- For the safety and security of you, your students, our staff and our animals, doors MUST remain locked during the entire sleepover.
- If anyone in your group chooses to leave the facility at anytime during the sleepover for any reason, they will not be allowed re-entry into UnderWater World.
- UWW is a SMOKE FREE facility and unfortunately, as mentioned above, CANNOT allow anyone to exit the complex at anytime for any reason.
- Exit for the sleepover will occur at 8:30am the following morning.

## CHAPERONE CODE OF CONDUCT

In order to ensure the safety and well-being of our guests whilst they are in our complex, UnderWater World is required to enforce the guidelines provided by Education Queensland and the mandated Fire & Safety Regulations. Hence, it is our duty to inform you of these guidelines before you arrive as your groups safety is our primary concern. We will require your help in implementing the following:

### EDUCATION QUEENSLAND GUIDELINES – DUTY OF CARE AND CODE OF CONDUCT

- **NO ALCOHOL** is to be consumed prior to or during your visit.

**NB: If the above is not adhered to, we reserve the right to refuse entry OR to remove offenders from our complex.**

### QUEENSLAND FIRE AND SAFETY REGULATIONS

**To meet with fire and safety regulations please ensure:**

- All sleeping bags and mats are of modern design and the mat **IS NOT** made of raised foam. (Approved mats are available for hire.)
- No swags are allowed.
- All students and chaperones partake in a mandatory fire drill and evacuation procedure whilst on a sleepover program.
- In the event of an emergency, all chaperones will be expected to assist with the evacuation of children. Training will be provided on the night and each individual is expected to cooperate fully and abide by the guidelines set forth by UnderWater World staff.
- Chaperones and teachers are responsible for helping to ensure these procedures are understood and completed in a timely fashion.

### UNDERWATER WORLD SAFETY GUIDELINES and CHAPERONE EXPECTATIONS

**To ensure everyone's safety and the complete success of the program chaperones are expected, under the direction of UWW staff members to:**

- Assist with the supervision of children to ensure they are cooperating with UnderWater World staff members at all times.
- Help children organise their sleeping arrangements in a timely fashion.
- Assist with the serving of dinner, supper and breakfast.
- Assist with the supervision of children during the beach walk.
- Make sure no person is allowed to exit or re-enter the UnderWater World complex after entry for the sleepover.