

## STUDENT SAFETY GUIDELINES FOR SERVICE-LEARNING PROJECTS

### Communicate

- Ask your agency supervisor for tips on staying safe.
- Tell someone your destination and your tentative return time.
- Ask for help from your supervisor or another staff member when in doubt.
- Request an alternate service site if you feel uncomfortable or unsafe with current site.

### Plan Ahead

- Plan for “what if’s” (what if my car breaks down, what if I can’t find the agency, etc.)
- Wear appropriate, modest, easy-to-move in attire, consistent with agency policy.
- Don’t engage in activities beyond the scope of your class or your student/agency agreement
- Plan ahead and go in pairs if visiting people in private homes

### Transportation

- Drive carefully; the university is not liable for risks involved in students getting to and from their service sites.
- Do NOT give a client a ride in your personal vehicle

### Boundaries

- ONCE AGAIN: Even if asked, don’t give a client a ride in a personal vehicle.
- DON’T give or loan clients money or other personal belongings.
- DON’T share too much personal information (phone number, address, etc).
- DON’T tolerate talk or behavior of a sexual nature. If you feel harassed, tell your supervisor and instructor immediately.
- DON’T engage in any type of business with clients during the term of your service.
- DON’T enter into a personal relationship with a client during the term of your service.

### Home Visits

- Get information about the client, cultural norms, and their situation prior to the home visit.
- Go in pairs.
- Try not to be alone with clients without adequate supervision.
- Consider meeting at a neutral place (at the agency or at a public building) or going with another student.
- Keep your agency informed of your plans and itinerary and check in by phone on a prearranged schedule
- When you arrive, think about where to sit (keep an unobstructed path to the door).
- TRUST YOUR INTUITION; if something does not feel right, leave. Talk to your agency supervisor and your instructor about your concerns. Ask to switch clients.

### If Something Happens:

- If an incident occurs or if you are injured, contact your agency supervisor and your instructor to discuss what actions the agency and school should take to insure your physical and emotional well-being. You should report the incident within 48 hours to the local police and our campus police.