

# Off-Campus Federal Work Study Safety Guidelines

Adapted from Boise State University 12-22-05 (KB & JC)

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## Safety Tips for Students Serving in the Community

### COMMUNICATE

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

### PLAN AHEAD

5. Plan for "what if's" (what if car breaks down, what if I can't find clients or agency address, etc.)
6. Wear appropriate, modest, easy-to-move in attire, consistent with agency policy. Wear sturdy shoes.
7. **Don't** engage in activities beyond the scope of your class or your student/agency agreement.
8. **Plan to go in pairs if visiting people in private homes.**

### TRANSPORTATION

9. **Drive carefully;** the university is not liable for risks involved in students getting to and from their service sites.
10. **Do not** give a client a ride in a personal vehicle. Note: driving cannot be a requirement of your service.

### CHILDREN SERVING WITH YOU

11. **If you would like to take your children with you,** make sure you get prior permission from the agency.
12. NOTE: KSU liability insurance does not cover students' children. For that reason, KSU recommends you do not take your children with you.

### BOUNDARIES

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

### HOME VISITS

19. Get information about the client, cultural norms, and their situation prior to the home visit.
20. ONCE AGAIN: Go in pairs when possible
21. Try not to be alone with clients without adequate supervision
22. Consider meeting at a neutral place (at the agency or at a public building) or going with another student.
23. Keep your agency informed of your plans and itinerary and check in by phone on a prearranged schedule.
24. When you arrive, think about where to sit (keep an unobstructed path to the door).
25. Trust your intuition; if something does not feel right, leave. Talk to your agency supervisor about your concerns and ask to switch clients.

### INJURIES

26. Protect yourself: carry your own health insurance. Kent State University insurance does not cover student injuries (but it will cover third party injuries or damage). Agency liability insurance will cover student injuries as long as the student's activities are within the scope of course guidelines and the student/agency agreement.

### If Something Happens:

27. If an incident occurs or if you are injured, contact your agency supervisor and Ann Gosky at EMSA to discuss what actions the agency and school should take to insure your physical and emotional well-being. You should fill out an incident report form with 48 hours.
28. Stay calm. Your instructor, the agency, and the KSU staff will help you (call 330-672-4050 for EMSA staff).