

Safety Guidelines for Students Engaging in the Community



Planning ahead

- Plan for “what ifs” (what if my car breaks down, what if I can’t find organization’s address, etc.)
- Know your duties and responsibilities and stick to these agreed upon duties, especially if an assignment or request is beyond the scope of your abilities or makes you uncomfortable.
- Whenever on-site, make sure you know who your immediate supervisor is, and how to contact him/her (if you are not working in close proximity). Ask your supervisor for tips on staying safe and how to respond to an emergency.
- Fulfill the safety and security obligations established by the organization.
- Familiarize yourself with people, places, and things in the area that can be of assistance in times of crisis or need.
- Tell someone whom you trust where you are going and when you will return.

Getting There, Getting Back

- Call ahead to inquire about directions and parking.

Walking:

- Stay alert and tuned-in to your surroundings.
- Walk with someone else whenever possible.
- Walk during daytime hours, and in well-populated areas.
- Do not listen to earphones or “walk & text” while out alone, it minimizes your ability to notice an approaching threat.

Driving:

- Always lock your car, close windows, and take your keys.
- Do not leave packages and valuables visible.
- Take your driver’s license and proof of insurance.
- Drive carefully and obey traffic laws.
- Park in public areas, and consider your return time when choosing a parking location.
- Have someone make sure that you get safely to your car.
- If the weather is bad, roads could be treacherous and we do not expect students to drive to their service organization. You can contact the Hagen Center if you are not sure if you should drive.

Utilizing Transportation:

- Make sure someone stays with you while you are waiting for your ride.

Transportation provided by Service Site

- We do not expect students to feel obligated to take a ride from a service site and we do not expect sites to feel obligated to offer a ride. Wittenberg provides transportation during certain hours M-F and we have a process for scheduling rides to and from a service site. If you have any concerns about transportation, please contact the Director of Community Service.

Boundaries

- Even if asked, don’t give a client a ride in a personal vehicle unless approved to do so.
- Never give or loan clients money, gifts, or other personal belongings unless approved to do so.
- Do not share personal contact information unless approved to do so.
- Do not tolerate verbal exchange or engage in behavior with clients or staff that might be perceived as sexual in nature or discriminating against an individual. If you feel harassed, leave the situation and tell your on-site supervisor, instructor, and the appropriate Hagen Center staff member.
- Do not engage in any type of business transactions with clients during the term of your experience.
- Keep relationships with staff and clients professional during the term of your experience.
- Respect the privacy of the clients by treating confidential information as privileged information, but understand that some information may need to be shared if it relates to a client’s safety or security.
- Do not make promises or commitments that you cannot keep.
- During your experience, utilize social networking organizations for professional communication only.
- Try not to be alone with clients without adequate supervision. Never allow yourself to be alone with a minor child in an enclosed or private area.
- Abide by state and federal laws and report any suspected child abuse (sexual or physical in nature) or neglect to your organization supervisor and the appropriate Hagen Center staff member.
- When applicable, consider meeting clients at a neutral and public place.
- Request an alternate service organization if you feel uncomfortable or unsafe with your current organization.
- If you are not sure how to handle a situation, do not hesitate to ask for help.
- Trust your instincts and remove yourself from a situation that makes you uncomfortable or unsafe.

In Case of Injury

- Protect yourself: carry your health insurance card at all times.
- Provide in case of emergency information to your service organization.
- Have someone contact Wittenberg University Police and Hagen Center staff member if you are transported to hospital.
- Inform the appropriate Hagen Center staff member of the injury.
- Know where to find first aid kits and other medical equipment and how to use it in case of an emergency.

In Case of Emergency Protocol

- In the event of an emergency at your site, contact **911**.
- When it is possible and safe to do so, please contact or ask emergency responders to contact Wittenberg Police at 937-327-6363.
- **Reminder:** any situation that poses a potential safety and security risk should be immediately reported to the appropriate Wittenberg Police and the Hagen Center staff.

Incident Report

If you experience any incident related to the safety or quality of the service experience, if you are uncomfortable in your service experience because of an issue of discrimination, harassment, or any form of these actions, you need to report these concerns to the appropriate Hagen Center staff member within 24 hours. Information that will be helpful to report is:

- Where did the incident occur?
- What were you doing when the incident occurred?
- What happened? (Please respond with as many details as possible)
- Who was involved in the incident?
- Were there any witnesses to the incident?
- How did you react/respond to the incident?
- If applicable, how did other people respond to the incident?
- What, if any, follow-up steps have you already taken to document or respond to this incident?

Link to Wittenberg's non-discrimination policy- <https://www.wittenberg.edu/nondiscrimination-notice>

Key points to remember:

- ✓ If you are not sure how to handle a situation, do not hesitate to ask for help.
- ✓ Trust your instincts and remove yourself from a situation that makes you uncomfortable or unsafe.
- ✓ Contact the appropriate Hagen Center staff members with any concerns regarding the safety or quality of the experience.
- ✓ We ask that you adhere to the Student Code of Conduct (found on the university website) during all aspects of the experience.

Important contact Information:

- Hagen Center, 723 North Fountain Avenue 937-327-7523
- Wittenberg Police 937-327-6231
- Wittenberg Health and Wellness Center 937-327-7811
- Emergency 911/937-327-6231

Hagen Center Staff Members

Kristen Collier

Stephanie McCuiston

Program Responsibilities

Community Service 100
Community Engagement Scholarship

Hagen Center Summer Internship
50/50 Student Employment
Reading Clubs
America Reads
Service Learning
Service Learning 100
Community-based Research

Contact Information

937-327-7523
kcollier@wittenberg.edu

937-327-7947
smccuiston@wittenberg.edu