

Serving Safely Guidelines

1. Familiarize yourself with the service agency, supervisor, policies and procedures, neighborhood, and environment of the service site.
2. Use reasonable precautions to ensure personal safety such as locking car doors, keeping adequate gas in vehicle tank, walking with others, and asking agency personnel which local businesses are safe to patronize.
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4. If you have any concerns about safety or want to report suspicious activity, consult with your site supervisor, faculty, or the Office of Service-Learning.
5. Provide your contact information to your service supervisor but not the clients whom you are serving.
6. Do not have financial exchanges with clients whom you are serving.
7. Do not transport clients in personal vehicles without receiving approval in advance from the service agency.
8. Do not offer your home as a shelter for clients.
9. Do not report to the service site under the influence of drugs or alcohol.
10. Inquire with the service supervisor about appropriate and/or protective clothing and footwear.
11. Do not wear excessive or expensive jewelry and do not leave personal belongings in unsecured locations.
12. Leave the service site number and your schedule with a friend.
13. Avoid situations that isolate you from your service supervisor or from a supervised area of activity and avoid planning off-site activities unless this is done in conjunction with the site supervisor.

Call 911 in the event of an emergency.