

Volunteer & Student Safety

- 1) never be alone with a student behind closed doors
- 2) keep upper part of classroom door open at all times
- 3) ideally 2 volunteers are in the classroom at all times; if not, there should be clear access & observability to the room by other adults in the general area
- 4) check Student Info Form to see if student can use restroom themselves. If not, talk to parents as to whether you should help or call the parent/caregiver. Volunteers are not asked to transfer a student to a toilet (ie., from a wheelchair and back). Male volunteers should never help female students in the restroom.
- 5) while in the restroom never be in a stall alone with a student. If they need assistance, help them while keeping the stall door open.
- 6) medical/food allergies – check the Student Info Form to determine if the student has any allergies. If there is a food allergy, parents/caregivers can be asked to bring a separate snack for the student if needed.
- 7) CCC volunteers do not administer any kind of medicine, including over-the-counter drugs. If the student is not feeling well when you are with them, or they need a dosage of medication, contact the parents. Only parents/caregivers can administer any medications to the student.
- 8) in any emergency situation with the student (relating to their physical, emotional or mental safety), contact the parents/caregivers and/or call 911.