

PATH Milford Teacher and Volunteer Safety Policies

DEFINITIONS

1. Student – Any person 18 years old or younger participating in a PATH Milford (“PATH”) sanctioned class or activity.
2. Teacher or Volunteer – any adult who teaches a PATH sanctioned class or supervises students attending PATH classes.

TEACHER AND VOLUNTEER SCREENING

All PATH teachers and volunteers who will supervise students must meet the following criteria:

1. Have completed the hiring questionnaire and had a personal interview (teachers only).
2. Have submitted background and reference check information.
3. Have agreed to follow the Family Policies, Teacher Policies, and Safety Policies outlined in this document.

Supervision in the Classroom and Building

- Teachers and volunteers will not be alone with a student. Teachers may want to consider keeping their classroom doors closed before class and after dismissal. This will prevent situations where one student comes into the classroom to chat with a teacher before or after class. We encourage positive communication between students and teachers and just ask that teachers step into the hallway if they are alone with a student. Other ways to prevent being alone with a student are to involve another student in the conversation or ask the Director to come into your classroom to help you with a task.
- One-to-one tutoring or instruction must take place in the study hall or in a classroom with the door open.
- At least two adult volunteers will be present in the building at all times and one will circulate throughout the building to monitor safety at regular intervals. All classroom doors have windows.
- Two volunteers will remain in the facility until all students have been released.
- Teachers and volunteers will avoid inappropriate physical contact with students such as sitting a student on their lap, kissing, embracing, holding hands, or patting on the bottom. Appropriate physical contact includes handshakes, pats on the back, or high fives.
- Teachers and volunteers will create positive communication with students which will be limited to the scope of their role as a teacher of a specific class.
- Teachers and volunteers will not share risqué jokes, videos, or have any sexually suggestive or immoral communications with students.

- Teachers will only contact students about matters related to the class. Teachers will limit contact with students to email and NEO messages. Only parents may text or use social media to communicate with teachers.

Safe Practices

- Students will only be allowed to enter designated PATH areas of the building. Boundaries will be clearly marked and monitored. All closets, storage areas, and other small spaces will be off limits to students.
- Students will not be allowed to move out of the line of sight of a teacher or volunteer at any time. Teachers and volunteers will be diligent about supervision of students.
- Bathrooms located by the MPR will be reserved for students only.
- Teachers and volunteers will use the single bathroom located next to the library. Students may not use the single bathroom.

Behavior Expectations

- Teachers and volunteers will explain rules and expectations in advance of an activity.
- Discipline will be limited to positive verbal reminders and instruction.
- Teachers and volunteers will never use physical force or humiliation as a means of discipline.

Illness and Medical Emergencies

- Teachers or volunteers who are ill with a fever or other communicable disease should find a substitute or contact Lois McFarland or Kathy Shelton, PATH Directors, for help finding a substitute.
- Parents will be called to pick-up a student who is showing signs of illness. The ill student will be separated from other students, but remain in the classroom until they are picked up.
- Teachers or volunteers may administer simple first aid if a student sustains a minor injury such as a cut, bump or rug burn. The student's parent will be informed of the injury at pick-up.
- When a student is injured to the extent that he or she needs more than first aid, a Director, teacher, or volunteer will call a parent or take the next authorized steps as indicated in the Liability Release signed by the student's parent.
- Teachers and Volunteers will never administer medication nor allow students to self-medicate.

Reporting Suspected Abuse

- Under the Student Abuse Prevention and Treatment and Adoption Act of 1996 and the Ohio Revised Code, members of the clergy, lay leaders, and all volunteers working with students are considered "Mandated Reporters". This means that by law they are required to report any suspicion of student abuse to the local social service agency.
- If a teacher or volunteer believes student abuse has occurred, he or she will report this to the Director. The Director will handle the situation in regards to reporting to the appropriate agency and talking to the family and teacher/volunteer. Our goal is to be responsible about reporting while respecting the privacy of students and families.

Agreement

I have carefully read and understood the PATH Milford Safety Policies and I agree to abide by them and to protect the health and safety of the students assigned to my care or supervision at all times.

Printed name: _____

Signature: _____ Date: _____

Please read this document carefully before you sign it.