

# Safety/Risk Management (Do's/Don'ts)

As with anywhere you go, you must take steps to ensure your own safety when volunteering.

## Do's

- Carry with you or program into your cell phone, the following phone numbers:
  - Agency/Site Supervisor
  - Syracuse University Department of Public Safety/Shuttle U Home 315.443.2224 (24 hrs.)
  - Know your service site supervisor and who to contact should a problem arise
- Ensure you are not responsible for opening or closing the agency for the day
- Only give personal contact information (phone number, address, e-mail, etc.) to your supervisor; it is unnecessary to share this information with clients, other volunteers or staff members
- Walk with confidence – look like you know where you're going (even if you don't), and be aware of your surroundings
- If you are driving yourself, make sure you have directions and your car has been serviced
- Familiarize yourself with the neighborhood and environment of your service site

## Don'ts

- Do not offer your home as a shelter for clients
- Do not transport clients
- Avoid the responsibility of being in charge of money
- Do not give money to or accept money from staff or clients
- Do not leave your purse or personal belongings in an unsecured location
- Avoid one-on-one situations that isolate you from areas of supervised activity
- Restrict service activities to the service site (i.e., no campus visits, field trips, etc.).
- Do not report to the site under the influence of alcohol or drugs

If you have any doubts about safety, consult with your site supervisor, your professor/instructor, or Risk Management and Regulatory Compliance Services to assess the risk. Report any suspicions of abuse, neglect, or criminal activity to both your site supervisor and the Department of Public Safety.