

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: RESPONSIBILITY OF STAFF
FOR STUDENT WELFARE

ADOPTED: June 20, 2002

REVISED:

	540. RESPONSIBILITY OF STAFF FOR STUDENT WELFARE
1. Purpose	The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved.
2. Delegation of Responsibility	The Administrative Director or designee shall prepare and promulgate guidelines to ensure the maintenance of student welfare.
3. Guidelines	<p>Each employee must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.</p> <p>Each employee has the responsibility to immediately report to his/her immediate supervisor an accident or a safety hazard s/he detects.</p> <p>Employees may not send a student on any personal errands.</p> <p>Employees may not transport a student in a personal vehicle except in an emergency situation related to the health or safety of the student, except where specifically permitted by Joint Operating Committee policy.</p> <p>The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:</p> <ol style="list-style-type: none">1. Never permit students to frequent unauthorized areas of the center.2. Report promptly unsafe equipment or conditions to the immediate supervisor, preferably in writing.3. Take immediate steps to stop students from engaging in activities that could lead to bodily harm to themselves and others and/or which could cause damage to center property.