

Safe Sitter® Program Policies

General Principles

1. The **Safe Sitter® Student Handbook** is to be used as the sole student text.
2. Recommended **course schedules are to be followed**. The schedules, found in the Instructor Manual, are designed to cover the material in a logical sequence and keep students engaged. Contact Safe Sitter, Inc. National Headquarters for a modular or custom schedule specifically designed for your Teaching Site.
3. **DO NOT ADD OR DELETE MATERIAL TO THE COURSE**. All three courses have been painstakingly designed to be developmentally appropriate for young adolescents and assure the likelihood for successful learning and retention in the four curriculum areas.
4. The Safe Sitter® course is a highly participative experience for the students. Student involvement, both verbally and physically, is a key component. **Rescue skills practice should be done in small groups of no more than eight students with one Instructor**. The purpose of the low student-to-Instructor ratio for skills practice is to provide opportunity for skills assessment and constructive feedback.
5. Students need movement throughout the day to stay focused and engaged. If students get restless, take a few minutes to do a **physical activity**.
6. The Instructor should **establish rapport with the students** by offering frequent positive reinforcement. Remember that young adolescents tend to be insecure and need encouragement.
7. If any Instructor notices that the students have been given incorrect information by another Instructor, it is important to **correct the information promptly and tactfully**.
8. **A current and complete Game Pack and Graphics Pack are required**. Graphics are to be used as directed for visual reinforcement of important concepts and as an aid to the visual learner. The Digital Presentation is best, but if you cannot use the Digital Presentation because of technology limitations, print out the

graphic posters included in your Graphics Pack. The posters are designed to print on 11x17 (ledger size) paper.

9. The parents/guardians of Safe Sitter® graduates play a vital role in monitoring their children's activity, whether their children will be home alone, watching younger siblings, or babysitting. **Ask parents to arrive 15 minutes before the end of class** in order to attend the Graduation Ceremony. Be sure the parent/guardian of each Safe Sitter® receives a copy of the *Safe Sitter® Letter to Parents*, found in Instructor Resources on the Safe Sitter® website.
10. Please contact Safe Sitter, Inc. National Headquarters with any anecdotes of graduates using their skills or performing heroic actions. Those graduates will receive **special recognition** from Safe Sitter, Inc.

Illness/Injury to Students

In the event of illness or an injury to a student, the Site Coordinator or Lead Instructor should determine the extent of the illness or injury and react appropriately.

- If the situation is life threatening, the Instructor should contact the appropriate emergency personnel, administer appropriate emergency treatment until help arrives and notify the parent/guardian of the student. Because Emergency Medical Permission is on the Registration Form, the forms should be readily available at every course.
- If the situation requires medical attention or if the illness would interfere with completion of the course, the Instructor should contact the parent/guardian of the student to arrange for the student to go home or be taken for medical care.
- If the injury or illness is minor and can be attended to without major disruption of the course, an Instructor may handle the situation, but should inform the parent of the injury or illness at the end of the day.
- If the facility has incident report forms, the Instructor must complete the form before concluding the course.
- In a course where there is only one Instructor, a back-up plan should be determined prior to the course in case of injury or emergency.

Lunchtime

Students usually bring a sack lunch and drink, which they place on a designated table as they enter.

- Information about lunch must be included in registration materials.
- Students remain in the room as a group for the entire lunch. Eating lunch outside can be a nice break for everyone if there is a safe, convenient outdoor area available.
- Non-student friends, parents, or other relatives should not join them for lunch. The students need time to build rapport with other students. The Graduation Ceremony is the appropriate time for friends and relatives to join the group.
- Instructors usually bring lunch from home. If the host organization provides box lunches for the Instructors, designate one Instructor to pick them up.
- Instructors remain with students during lunch but sit together at a separate table.
- Instructors should set up room for the afternoon session during lunch.

Classroom Management

“ Stay in control of yourself. Stay in control of the children.” Those words from Safe Sitter® are also helpful for Safe Sitter® Instructors. Safe Sitter® should be a positive experience—fun and learner-centered—for each and every student.

- Consider possible causes for student behavior in class (lack of sleep, hunger, boredom, anger, etc.) and look for positive ways to address them.
- Use Safe Sitter’s Behavior Management Tips to prevent behavior situations. Distract by asking the student a non-threatening question that doesn’t have a right or wrong answer. Give Choices by letting the student choose a short physical game or activity for everyone to play.

- Ask the student to help with a task such as passing out materials.
- If a student monopolizes discussion, call on other students first or talk privately to the student. For example, “Matt, you’ve had wonderful answers all morning, and I’d like to hear from other students too.”
- Occasionally you may need to get students’ attention by turning the lights off and on or clapping your hands.
- Physical proximity can be an effective deterrent for problem behavior. Sit or stand next to a student. Your presence helps the student stay in control.
- If a student continues to disrupt the class or act in a way that is threatening to other students, you cannot ignore the behavior. You may need to call the parent/guardian and remove the student from the class.