SAFESITTER

# FACILITATOR GUIDE

*for*

## Safe@Home




**Safe Sitter, Inc. National Headquarters**

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**SAFE**SITTER

# *Welcome!*

Safe Sitter's Safe@Home is designed to be a 90-minute program for students in grades 4-6, facilitated by a Safe Sitter® Instructor, teacher, parent, or adult volunteer. This program provides students with important safety training that will help students be prepared to stay home alone.

Completing this program does not mean that a student is ready to stay home alone. Only the student's parents can make that decision, based on the age, maturity, skills, experience, and confidence level of their child. However, this program will help students learn about how to practice safe habits, how to handle common household emergencies, and how to address illness or injury.

Before babysitting or watching younger siblings, students can go to safesitter.org and find a Safe Sitter® class near them. Safe Sitter® classes prepare students to be safe while home alone, watching younger siblings, or babysitting other children, and includes information and skills practice related to safety skills, first aid & rescue skills, child care skills, and life & business skills.

## USING THIS GUIDE

Your Facilitator's Guide will lead you step-by-step through presenting this program. Each student must have a Safe@Home Student Booklet and a pencil or pen. The program begins with a guided discussion. The facilitator should follow the script provided.

- **Facilitator lines are in bold.**
- (Suggested student answers are in parentheses.)
- [Facilitator instructions appear in brackets.]

Also included in this program is a digital presentation. The digital presentation is available as a PDF, a PowerPoint, or a Zoho Show file. Show the PDF in full-screen mode, or run the PowerPoint or Zoho Show version as a slideshow. The images on the left side of your script display which slide of the presentation you should show the class for each section.

Thank you for teaching Safe@Home to your group. If you have questions at any time, contact Safe Sitter, Inc. National Headquarters at 317.596.5001 or safesitter@safesitter.org.

## ABOUT SAFE SITTER®

Safe Sitter, Inc. is a nonprofit organization dedicated to providing life skills, safety skills, and child care training in order to build safer communities. Safe Sitter® programs teach young teens the skills they need for when they are home alone, watching younger siblings, or babysitting.

Safe Sitter, Inc. was founded in 1980 by Patricia A. Keener, M.D. For more information, please visit our website at safesitter.org.

## INTRODUCTIONS

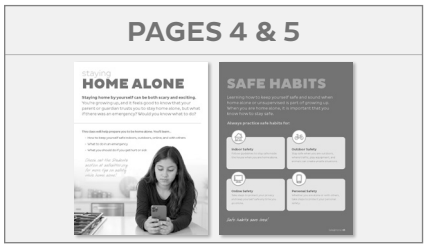



**Welcome to Safe@Home! Today's class will help prepare you to be safe while you are home alone.**

[Optional: if you are teaching a new group.] **My name is _____ and I'm going to be your Instructor today.** [Add information about your profession, your children or family, and your reason for being a facilitator of the Safe@Home program. If there is a second facilitator present, he or she should do the same.]




**I'd like to get to know all of you as well, so I'm going to ask each of you to introduce yourselves by sharing a little bit about yourself. When it's your turn, I want you tell everyone your name and what you like to do for fun – maybe a favorite hobby, sport, or activity.** [Select a starting point and have the students go around the room until all have introduced themselves.]




**Now we're ready to get started. Let's open our booklets to pages 4 and 5.**

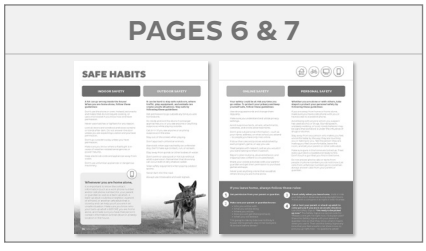
**Today, we're going to talk about staying home alone. Raise your hand if you've ever stayed home by yourself, even if it was just for 10 minutes while your mom or dad ran an errand.** [Reflect on how many students have stayed home alone.]

**Whether you are home alone for an hour after school or for an evening while your parents are away from home, it is important that you know how to stay safe.**

**Do your parents ever tell you to stay away from matches or lighters?** (Yes.) **Why do they tell you that?** (They want you to be safe. Matches and lighters could start a fire.)

**Yes, matches or lighters can start a fire, and fires can be dangerous, or even deadly. Staying away from matches or lighters is one thing you can do to keep yourself safe.**

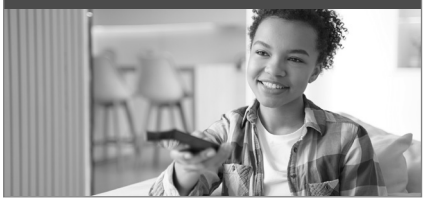
## SAFE HABITS




**On pages 6 and 7, your booklet has some other things that you should do to keep yourself safe when you are**

- **inside the house**
- **outside the house**
- **online**
- **with others**

## INDOOR SAFETY



**Read the guidelines for Indoor Safety silently, to yourself.** [Give students a minute to read the guidelines. As you ask the following questions, give students time to find the answer in their student booklets.]

**What would you do if you were home alone after school and someone knocked at the door?** [Let students answer in their own words. Emphasize that they should not answer the door unless they have their parent's permission, it is someone they are expecting, and they have checked a peephole or door viewer before opening the door to make sure it is the person they are expecting.]

## OUTDOOR SAFETY

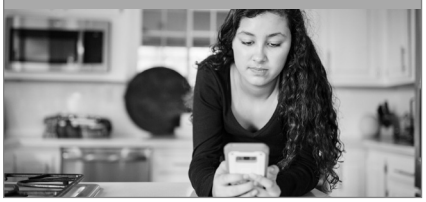


**Read the guidelines for Outdoor Safety silently, to yourself.** [Give students a minute to read the guidelines.]

**Is it okay to play outside when you're home alone?** (Yes, as long as you have your parent or guardian's permission and stay out of the street when playing.)

**Just like there are safety hazards indoors and outdoors, there are also safety hazards online, including people that seem friendly, but could be dangerous.**

## ONLINE SAFETY



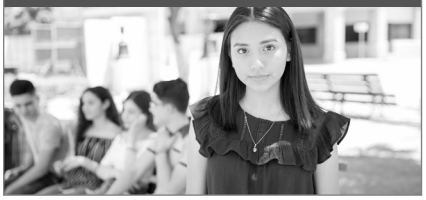
**Read the guidelines for Online Safety silently, to yourself.** [Give students a minute to read the guidelines.]

**When you post something online, other people have access to information about you, so it's important to be very careful about what you post and to protect your privacy when you are online.**

**Did you ever do something when you were younger that you're now embarrassed about?** [Wait for students to nod their heads or say yes. Most students have an embarrassing memory, but do not ask them to share it.] **If someone took a photo or video of you doing that, would you want your friends, neighbors, or teachers to see it?** (No.) **Remember that when you share something online, anyone can share what you have posted with other people – in person or online. They can also share it on another website, app, or social media site AT ANY TIME, EVEN YEARS LATER.**

**Keep yourself safe, protect your privacy, and save your future self from embarrassment or danger by following the online safety habits in your booklet.**

## PERSONAL SAFETY



**Finally, read the guidelines for Personal Safety silently, to yourself.** [Give students a minute to read the guidelines.]

**No matter where you are, you can keep yourself safe by following these personal safety habits. There are a few things I want you to remember:**

1. **If you are home alone, it is important that you always have access to a phone so that you can call or text for help if you need it. This could be a cell phone or a landline. Does everyone know what a "landline" is?** [Allow students to raise their hand.] **If you were home alone, how would you call for help?** [Allow students to share how they are able to access a phone if they need to make a call.]

2. **Stay away from people that make you uncomfortable because they are talking to you, touching you, or behaving in a way that feels wrong. Trust your feeling. If you are scared**

**of someone, or they give you a bad feeling in your stomach, stay away from that person, and call or text your parent or another safe adult to come get you.**

3. **Talk to your parent about gun safety. All guns in the house should be stored safely. Treat every gun like it is loaded. Stay away from any gun that you find.**




**Let's look at the bottom of page 6.**

**Whenever you are home alone, it is important that you know how to reach your parent or guardian as well as a back-up adult.**

**For example, you could call them at work or on their cell phone. Make sure you know these numbers.**

**A back-up adult could be a neighbor, a parent of a friend, or another safe adult that is close by and can help you if you are in an unsafe situation. Make sure your parent has chosen a back-up adult for you BEFORE you are home alone, and make sure you have that person's phone number written down and in a handy location in the house.**

**Let's look at the bottom of page 7. If you leave home, always follow these rules:**




**Rule #1: Get permission from your parent or guardian.**




**Rule #2: Make sure your parent or guardian knows:**

[Hold up your hand and count each number off on your fingers until you are holding your entire hand up for a "high five."]

1. **Who you will be with**
2. **What you will be doing**
3. **Where you will be**
4. **When you will return home**
5. **How you are getting there (and back home)**

**We call this the "High Five" info.**

**Let's pause for a moment and talk about that last part of the High Five. Whenever you leave home, you should have a safe way to get where you're going, and a safe way back home.**




**That's Rule #3: Travel safely.**

- **Is it safe to walk to a friend's house that is just down the block from your house?** (Yes.) **Yes, it's okay to walk short distances in daylight. If you're walking after dark, make sure you walk only in well-lit areas and that you walk with a friend, sibling, or safe adult.**
- **What about taking a city bus?** [Feel free to substitute subway, train, or other public transportation that is common in your area.] **It's okay to take public transportation, like a city bus or subway, if you are experienced and your parent approves.**

[Please note: some students may ask about Uber, Lyft, or other ride services. It is the position of Safe Sitter, Inc. that each student's parent must make the determination about whether a particular ride service is an appropriate and safe method of transportation for their child.]

**Sometimes, you need to let your parent or back-up adult know to come get you, but you can't explain why at that time. Remember when we talked about staying away from a person that makes you uncomfortable? When that happens, you should use a safety signal, and that brings us to Rule #4.**




**Rule #4: Call your parent or a back-up adult to come get you if you are in an unsafe situation. Use the Safety Signal: "I'm ready to be picked up now."**




**The Safety Signal is a secret code for "Please come get me immediately. I'll explain later." Share this Safety Signal with your parent right after class so that you can use this Safety Signal to alert your parent when you need to be picked up because you don't feel safe.**

- **What does it mean to be in an unsafe situation?** (Any situation where you think you might be harmed.)
- **Who could be a back-up adult?** (A neighbor, a friend's parent, or another safe adult that is close by and able to help.) [Students may name a relative or teacher as well, and these are also acceptable answers.]

**Do you ever get a bad feeling inside when someone is making you feel uncomfortable, but it's hard to explain why?** (Yes.) **You might say you have a sick feeling in your stomach, or you might call it a creepy feeling. Grownups might call it a "gut" feeling or "instinct." Whatever you call it, it's very important that you trust that feeling. Your body knows when something is wrong, and your body uses that creepy feeling or sick feeling in your stomach to tell you that something is wrong. If you get that feeling, get away from that person if possible, and call or text your parent or guardian right away and tell them "I'm ready to be picked up now."**

**Let's practice saying our Safety Signal.** [On the count of three, have students recite "I'm ready to be picked up now" together.]

**Would you use the Safety Signal if…**

- **You are at a sleepover, and there is someone there that scares you or gives you an uncomfortable feeling?** (Yes.)
- **You are at a relative's house, an older cousin tries to get you in a room alone, and you have a feeling something bad is going to happen?** (Yes.)
- **You are at a friend's house, and your friend's older brother is making you feel uncomfortable by the way he is talking to you?** (Yes.)

**Anytime your body is telling you that something is wrong, that you are in danger, or that you need to get away from someone, use your Safety Signal to call or text your parent or other safe adult.**

## HANDLING EMERGENCIES

PAGE 8


EMERGENCIES

**Let's turn to page 8. Sometimes, things happen even when you are using safe habits. Your student booklet gives you guidance about what to do in some of these emergency situations. I'm going to ask a question, and I want you to look in your booklet to find the answer. When you've found the answer, raise your hand.**

[Read the following question out loud. When the students are ready, call on a student or ask for a volunteer to give the answer of what to do in that situation.]

**What would you do if you are home alone in the evening and the power goes out?** (Stay calm. Find a flashlight. Call my parent or back-up adult.)

Trivia Time


TRIVIA TIME

**Page 9 has some questions about what to do in dangerous situations. Let's get into teams and decide what to do in each situation. Use your booklet to find the answers.**

[Break up students into pairs or groups. Assign each pair or group a question, and ask them to look in their booklet on pages 6, 7, or 8 for the answer. Give students a couple minutes to find the answer. Call on each group to report out what they found to the rest of the class.]

[Halfway point – take a break! Give students a minute to stand up and stretch.]

## PREVENTING INJURIES

PAGE 10


PREVENT INJURIES
before they happen

**Let's look at page 10. Keeping yourself safe also means preventing injuries. If you are watching younger brothers or sisters while you are home without an adult, then you are responsible for keeping them safe and preventing injuries to them as well. Take a Safe Sitter® babysitting class before you watch your siblings so that you know how to keep younger children safe.**

**Injuries can occur ANYWHERE, but there are some places where injuries are most common.**

**Can you think of some rooms indoors where injuries are most common?** [Let students guess. There are no wrong answers, as injuries can occur in any room.]

**Most injuries occur in kitchens and bathrooms, but injuries can occur ANYWHERE, including:**

- **Any place where there are hard surfaces or sharp edges, like a fireplace or a tile floor, or even the corner of a coffee table.**
- **Where there are dangerous things available and within reach, such as cleaning products and medications.**
- **Places where falls could occur, such as stairs or balconies.**

**Why do most injuries occur in kitchens or bathrooms?** (There are safety hazards in kitchens and bathrooms.) [Ask students to name some safety hazards – they may name such things as knives, stoves, sinks, medicine cabinets, cleaning supplies, water hazards, etc.]

PAGE 11




**On page 11, your student booklet lists some common safety hazards, including choking hazards, tripping and falling hazards, water hazards, and poison dangers.**

- **Is a jawbreaker a choking hazard?** (Yes.) **Why?** (It can get stuck in your throat.)
- **What about peanut butter?** (Yes.) **Why?** (It can get stuck in your throat.)
- **Could climbing a tree be a falling hazard?** (Yes.) **Why?** (You could slip or fall while climbing, or a branch could break.)
- **Is a swimming pool a water hazard?** (Yes.) **Why?** (Children can drown in swimming pools.) **Any body of water can be a water hazard. Toddlers and young children can drown in very shallow water, even an open toilet bowl.**
- **What about vitamins?** (Yes.) **If you take more than the appropriate amount of any vitamin or medicine, it can be poisonous.**

**Let's look at the bottom of the page. Do any of you have an allergy or know someone who is allergic to something?** [Allow students to raise their hands.] **Allergies are very common, and it's important to be aware of the allergies of those around you, including friends, neighbors, and younger brothers and sisters. Why would you want to be aware that a friend, neighbor, or younger sibling has an allergy?** (So that you can help them avoid the allergen, and therefore prevent an allergic reaction.)

**What does an allergic reaction look like?** [Allow students to describe allergic reactions that they have experienced or witnessed in others. An allergic reaction could look very different, depending on the severity of the allergy: runny nose and itchy eyes, wheezing, hives, difficulty breathing, even loss of consciousness or shock.]

# INJURY MANAGEMENT




**Turn the page so that you are looking at pages 12 and 13. One of the most important things that you will learn today is the system that Safe Sitter® uses to decide who should handle an injury or illness.**




**The decision about who should handle any injury or health problem is based on the seriousness and urgency of the problem.**

**What does "serious" mean?** (The situation is more than you can handle; outside help is needed.)

**What does "urgent" mean?** (Help is needed right away.)

- **Look at the red number 1 on page 12. If the injury or illness is both serious and urgent, then call 9-1-1 because this is a THREAT TO LIFE.**
  - **If someone has trouble or stops breathing, is that a THREAT TO LIFE?** (Yes, because if they can't breathe, they may die.)
- **Look at the yellow number 2. If it is a serious injury or illness, but it is not urgent, then ask a back-up adult to come help. An injury or illness that is serious but not urgent, means it is not a threat to life, but it will require help or medical treatment.**
  - **For example, if you get sick and start to vomit, that is serious, but not urgent. You need help from your parent or a back-up adult, and you may need to go to the doctor, but vomiting is not a threat to life. You won't die.**
  - **What about if you fall and hurt your leg so much that it's hard to walk. Is that serious?** (Yes.) **Is that urgent?** (No.) **It's not a threat to life, but you may need an x-ray to see if you broke a bone.**
- **Look at the green number 3. If the injury or illness is NOT serious, and it is NOT urgent, then it's a minor problem that you can handle yourself.**
  - **If you fall down and skin your knee, is that serious?** (No.) **Is that urgent?** (No.)

# MAKING A CALL FOR HELP

**Page 13 lists the steps you will take when making a call for help to your parent, back-up adult, or 9-1-1. It's important to know how to make a 9-1-1 call in an emergency. Stay on the phone with the dispatcher until they tell you it is okay to hang up. Be prepared to say:**

1. **The address where you are located.**
2. **Your name.**
3. **The phone number you are calling from with area code.**

4. **The problem.**

5. **What you have done.**

## SAFE@HOME FIRST AID CHART

PAGES 14 & 15




**Turn to pages 14 and 15. This is the Safe@Home First Aid Chart. This chart uses the Safe Sitter® system of determining who should handle an injury or illness based on seriousness and urgency, and it gives you guidance so that you will know what to do with some common injuries and illnesses. The injuries and illnesses are listed in alphabetical order, to make it easy for you to find what you're looking for.**

FIRST AID CHART

HANDLE MINOR PROBLEM YOURSELF

**Let's practice using the Safe@Home First Aid Chart. Imagine yourself in the following situation. Then answer the question using the First Aid Chart in your booklet.**

- **You're playing a computer game, and your nose starts to bleed. What should you do?** [Instruct students to look in their First Aid Chart for guidance, then ask someone to read the guidance for a nosebleed out loud.]

**Good job! This is an example of an injury you can handle yourself.**

FIRST AID CHART

ASK BACK-UP ADULT TO COME HELP

**As we learned, there are also some injuries and illnesses that require outside help from your parent or back-up adult. Imagine yourself in the following situation. Then answer the question using the First Aid Chart in your booklet.**

- **You are home alone after school. You are sitting on the couch eating chips while you do your homework. Your dog is laying next to you. When you reach for another chip, your dog bites your hand. It really hurts, and there is a little bit of blood. What should you do?** [Instruct students to look in their First Aid Chart for guidance, then ask someone to read the guidance for an animal bite out loud.]

**Good job!**

FIRST AID CHART

CALL 9-1-1 FOR THREAT TO LIFE

**Finally, there are some injuries and illnesses that may even be a THREAT TO LIFE. Imagine yourself in the following situation. Then answer the question using the First Aid Chart in your booklet.**

- **You are playing outside at a friend's house after school. Your friend's parents are still at work. Your friend climbs a tree, but he falls when the tree branch breaks. You run to your friend, but he does not move or respond when you call his name. In other words, he is "not conscious." What should you do?** [Instruct students to look in their First Aid Chart for guidance, then ask someone to read the guidance for loss of consciousness out loud.]

## ARE YOU READY?

**Completing this class is one step toward being ready to stay home alone.**

PAGE 16




**Page 16 of your booklet lists all four steps:**

1. **Your Parent's Permission.**
2. **You should be at least 10 years old.**
3. **Safety training. Congratulations! This class gave you the important safety training you need!**
4. **Self-confidence.**

**Page 16 also has a spot to write down some important phone numbers.**

## PARENT/GUARDIAN PAGES

PAGE 17




**When you get home today, tell your parent or guardian about this class and talk to them about the questions on page 17.**

**If you will be staying home alone before school, after school, or at other times when your parents aren't home, check out the Safe Sitter® website at safesitter.org for more safety tips. When you are ready to babysit, go to safesitter.org to find a Safe Sitter® class near you.**

## SAFETY DRILL

PAGE 18




**Great job, everyone! Now you're ready to take the safety drill on page 18.** [Give students several minutes to read the questions in their booklets silently and circle the correct answers with a pen or pencil.]

**Are you ready to review your answers?** [Call on students or ask for volunteers to read each question and share the correct answer with the group. Answer Key: 1:c, 2:b, 3:a, 4:b, 5:a, 6:c, 7:d, 8:b]




**Great job, everyone! You have just completed Safe Sitter's Safe@Home class. Remember to take this booklet home with you and have it handy anytime you are home alone to help you stay safe.**

**Thanks for participating in Safe@Home!** [Sign Completion Certificates in student booklets.]

# Facilitator FAQs

**What is Safe Sitter®?**

Safe Sitter, Inc. is a national nonprofit organization dedicated to providing youth with the life and safety skills they need for when they are home alone, watching younger siblings, or babysitting.

**Does this course prepare students to be home alone?**

Safe@Home provides instruction to 4th-6th grade students on topics such as safety, handling emergencies, preventing injuries, and first aid. However, each parent must make the decision about whether their child is ready to stay home alone based on the knowledge, skills, maturity, and confidence of their individual child.

**Can I share this Facilitator's Guide with others?**

No, this Facilitator's Guide may not be shared with others. All Safe Sitter® materials and logos are trademarked and copyrighted. Safe@Home course materials may not be reproduced, distributed, or transmitted in any form or by any means without express written permission of Safe Sitter, Inc.

**What is the legal age for a child to stay home alone?**

Most states do not mandate a specific age when a child can be left home alone. However, many states provide guidance for parents about when a child is of an appropriate age and adequately prepared to stay home alone. For more information, contact your state's department of child and family services.

**Are there other products that parents or group leaders can purchase for students?**

Yes! We have many fun options for gifts for your students. Check out safesitter.org for a full selection of student products. New items are added regularly!

**I have a question that's not answered here. Can you help?**

Of course! Contact Safe Sitter, Inc. National Headquarters at safesitter@safesitter.org with your question or fill out a contact form on our website, and we'll respond as soon as possible.