

LITERACY VOLUNTEERS OF CHEMUNG AND SCHUYLER COUNTIES

Leaner and Tutor Safety Policy 2019-2020

The Literacy Volunteers programs of Chemung and Schuyler Counties place great emphasis on maintaining the personal safety and dignity of all tutors and learners. In order to protect tutors and learners, we have instituted a safety policy to ensure their well-being. LVCSC will make reasonable accommodations for the physical and/or mental limitations of qualified learners, volunteers, or employees with disabilities

- A. Tutoring Site** - LVCSC requires that tutors and learners meet in facilities open to public community use. In choosing a tutoring site, LVCSC requires that:
- Tutors and learners choose a location that is accessible and acceptable to both, and that protects the confidentiality of program participants. Public libraries, churches, schools, and civic centers often provide such space for tutoring.
 - Tutors shall be mindful that the areas they choose are in a populated part of the tutoring site.
 - Cell phone numbers (if available) shall be listed with the LVCSC Coordinator in case of emergency.
- B. Transportation** - It is the responsibility of the tutor and/or learner to provide his/her own transportation to the tutoring site and any other LVCSC activities or events. Any tutor and/or learner who provides transportation for others in the program does so at his/her own discretion, and assumes responsibility for this.
- C. Incident Reporting** - In the event of personal injury to either tutor or learner, or any other incident affecting the safety of tutors and learners in conjunction with scheduled tutoring sessions, LVCSC requires that the tutor and/or learner immediately report the incident to public authorities, or to a responsible on-site authority where the incident occurred, and to the LVCSC office within 24 hours of the incident. LVCSC will call the emergency contact(s) provided to alert them of the incident.
- D. Certification** - I have been informed of the Literacy Volunteers of Chemung and Schuyler Counties Tutor - Learner Safety Policy. I understand its provisions, and will adhere to them.

Signature

Date