

# EAST HARLEM TUTORIAL PROGRAM

2010



## Safety Procedures Handbook

*EHTP Participants*

### EAST HARLEM TUTORIAL PROGRAM

*Serving Youth and Families in East Harlem Since 1958*

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## **East Harlem Tutorial Program-Programmatic Safety Protocols**

In order to maximize the safety of all EHTP participants when traveling with participants outside of EHTP, at any EHTP site, or EHTP related event, ALL staff adhere to the steps outlined in this document. This document is to outline steps staff must follow to maintain the physical safety of themselves and participants and minimize the confusion that occurs in stressful situations. It is the responsibility of supervisors to share this document with their staff.

Also, staff involved or witnessing incident are to complete Incident Report and submit report to Social Service department staff by the following day.

**A. If any staff or participant\* whose physical safety is threatened\*\* by a known or unknown adult:**

1. Staff must not engage aggressor in conversation of any kind. Head staff\*\*\* must:
2. Remove participants and other staff away from aggressor to a safe place\*\*\*\*
3. Dial 911 with the first available phone and follow operators' instructions.
4. Contact Director of Programs.
5. Contact direct supervisor.
  - If neither Director of Programs nor direct supervisor is available leave a detailed message and call again.

**NOTE:** THERE MUST ALWAYS BE A STAFF MEMBER OVER THE AGE OF 18 SUPERVISING PARTICIPANTS WHEN TRAVELING OUTSIDE EHTP SITES.

**B. If any staff or participant's physical safety is threatened by another participant or staff member, head staff must adhere to the following:**

1. Separate and isolate each person involved (whether participant or staff).
2. Contact Director of Programs, direct supervisor and Social Service department in order to return to main site with both parties.
3. Return to main site with both parties to explore and discuss situation.
4. The Director of Programs, APD, and Social Service department will determine appropriate measures that adhere to EHTP's *Standards of Discipline and Intervention Measures*.

**C. If any staff or participant whose physical safety is threatened by a known or unknown non-participant under age 18:**

1. Staff must not engage aggressor in conversation of any kind. Head staff must:
2. Remove participants and other staff away from aggressor to a safe place
3. Dial 911 with the first available phone and follow operators' instructions.
4. Contact Director of Programs.
5. Contact direct supervisor.
  - If neither Director of Programs nor direct supervisor is available leave a detailed message and call again.

\*Participant is defined as one that is officially registered as a participant of EHTP's after school program.

\*\*One can assume their physical safety is threatened if another attempts or threatens to attempt serious injury towards others with or without a weapon.

\*\*\*In this instance head staff is defined as a staff member over the age of 18.

\*\*\*\*Safe place is defined as: EHTP's main sites, 2050/2053 Second Ave., a police station, hospital, fire station, court house, any commercial business, etc. (a safe place is not limited to these options)

**D. Participant is believed to be under the influence of a controlled substance without appropriate authorization, illegal drugs and/or alcohol. Staff that made observation must:**

1. If staff is not over 18, immediately notify their YDS and ADP
2. Immediately isolate participant from the rest of program, leaving participant in care of ADP.
3. Staff must return back to group.
4. ADP must notify Director of Programs and immediately bring participant to main site.
5. ADP, Director of Programs, and Social Service Department will contact parent to discuss outcome.\*
6. Participant will be sent home after ADP, Director of Programs and Social Service staff conference with parent or other adult family member of participant.

**E. Participant possesses and/or attempts to distribute a controlled substance without appropriate authorization, illegal drugs and/or alcohol. Staff that makes discovery must:**

1. Immediately confiscate substance and isolate participant.
2. Report finding to their YDS and/or ADP.
3. ADP must notify Director of Programs and/or Social Service department staff.
4. If not on main site, ADP must bring participant to main site.
5. ADP, Director of Programs, and Social Service Department will contact parent to discuss outcome.\*
6. Participant will be sent home after conference with parent or other adult family member of participant.

**F. Participant possesses a prohibited weapon.\*\* Provided one's safety is not immediately threatened, staff must:**

1. Immediately confiscate weapon from participant.
2. Notify ADP and Director of Programs.
3. Participant will then meet with ADP, Director of Programs and/or Social Service staff to determine best course of action (such as notify parent, possible dismissal, suspension, etc.) as per EHTP's *Standards of Discipline and Intervention Measures*.

- If safety *is* in immediate danger, then follow the steps outlined on page 2, letter B.

**G. Participant leaves premises without permission/goes AWOL:**

1. Send an available staff member to find the participant and bring him/her back to program.
2. Contact participant's family ASAP.
3. Notify your ADP.

\*AWOL is defined as leaving the program prior to official dismissal. Also, participants who return EHTP main office unaccompanied by staff is considered AWOL.

**H. A participant, or two, have engaged in consensual sexual intercourse on EHTP premises or at an EHTP related event:**

1. Notify Director of Programs **ONLY. DO NOT DISCUSS WITH ANYONE ELSE.**
2. Director of Programs will refer to EHTP's *Standards of Discipline and Intervention Measures*.

**I. A participant, or more, force another to engage in sexual behaviors or acts:**

1. If staff witness this, immediately tell participants to STOP.
2. Remove victim to another room or space. Keep participants and victim apart.
3. Notify ADP, social worker or counselor and/or Director of Programs.
4. Social worker or counselor and/or Director of Programs will determine outcome of participants.

**J. If a non-participant, (adult or not), enters safe area/space without authorization with the intention of causing harm:**

1. Staff must not engage aggressor in conversation of any kind. Head staff must:
2. Remove participants and other staff away from aggressor to another safe place
3. Dial 911 with the first available phone and follow operators' instructions.
4. Contact Director of Programs.
5. Contact direct supervisor.
  - If neither Director of Programs nor direct supervisor is available leave a detailed message and call again.

**K. Participant's family members have physical or verbally aggressive altercation on EHTP premises or EHTP related event:**

1. Staff must notify security officers to remove family members from premises.
2. If situation is physical, security officers are notified for the purpose of dialing 911.
3. If it occurs outside EHTP main sites, closest staff member(s) removes themselves and participants from immediate vicinity to safe area.
  - Always try to follow approved travel routes..
  - Dial 911 if situation is physical, AFTER securing all participants and staff.
4. Head staff member contacts immediate supervisor and/or Director of Programs.