

THE HARFORD CENTER

Policy: Safety of Individuals

Department: Program and Transportation

Approved by the Board: October 17, 2018

Purpose: To ensure the safety of all individuals in the center, during outings, and throughout the transportation process.

Process:

1. Staff are responsible for the individuals assigned to them at all times in program and transportation.
2. Staff are to follow all transportation procedures, including but not limited to: attendance procedures, pre/post bus check lists, seatbelt procedure, head-counts, pre/post trip transportation bus checks, and ratio requirements.
3. Staff are to ensure that all individuals are accounted for at all times. If an individual has alone time, the staff person still must ensure that the whereabouts and well-being of each individual be monitored and checked every 10-15 minutes.
4. Staff will be aware of absences and individuals that come later or leave early. All changes must be immediately reported to the Executive Assistant.
5. All group switches need to be documented through the Attendance and Accountability Procedure.
6. While in the community, individuals are not to have any alone time, except in the bathroom. During this time, staff are in earshot at all times.
7. All one-on-ones must be monitored constantly in all settings. One-on-ones must be in line of sight at all times.
8. All buses/vehicles need to be checked by the driver of the bus at the end of each trip, upon arrival to the destination, and upon arrival to the Center to ensure that all passengers have departed the vehicle.

I acknowledge that I have received and read the Safety of Individuals policy, and I understand if I have questions I can go to my supervisor or Human Resources. I agree to abide by this policy.

Print Name of Employee _____

Employee Signature/Date _____

