

**The University of Georgia**  
**School of Social Work**  
**Practicum Risk Reduction Plan**

The University of Georgia and the School of Social Work are committed to the health and safety of the faculty, staff and students. The School of Social Work’s Practicum Education Office provides safety guidance for practicum settings, which should be reviewed by practicum instructors and students. Guidelines may be modified with faculty approval, and the Practicum Education Office is committed to reducing risks within the practicum settings. Agencies not meeting all guidelines may proceed (upon faculty review and approval) if they are making a good-faith effort to do so and current conditions are sufficiently safe. Please note all good-faith efforts towards safety below.

The University of Georgia and the School of Social Work are committed to providing equal access for students with disabilities. Requests from students for an accommodation will be handled through the Disability Resource Center's (DRC) existing accommodations process. For more information, please visit: <https://drc.uga.edu/>.

The agency should provide each student with a copy of the agency’s safety policies as a part of the student orientation to the agency and provide training on safety issues and procedures. This action plan should be rehearsed with students placed at the agency and reviewed regularly. **Please submit a copy of the agency’s safety policies with this document.**

**Please initial that the agency has stated safety policies and procedures in place and that these have been discussed with the student (PI = Practicum Instructor Initials; S = Student Initials).**

Initials	Safety Measure	Other Related Safety Measures/Notes
_____ PI            S	Building and office security, including adequate lighting inside and outside the agency; adequate phone system for signaling emergencies; arrange office furniture for an easy exit of client and worker; minimize amount of unescorted traffic within the agency	
_____ PI            S	Provision to protect student’s personal technology to include agency cell phone (or Google Voice phone number) and agency laptop (and/or agency email address)	

_____ PI	_____ S	Emergency procedures, including when and how to summon security or police assistance
_____ PI	_____ S	Staff responsibilities and procedures governing the management of violent clients
_____ PI	_____ S	Safety on home visits, including when, where, and under what conditions visits should or should not be made, when the student should be accompanied, and how backup is provided
_____ PI	_____ S	Alcohol and drug use policy formulated and posted
_____ PI	_____ S	Guns and other weapons policy formulated and posted
_____ PI	_____ S	Procedures for logging and communicating with staff and students all incidents or threats of violence
_____ PI	_____ S	Policy for the aftermath of assault and threat of assault, including provision of support services for the victim's family

		and/or staff (interns) and clients who may witnessed the assault	
_____	_____	Relationship with police established	
PI	S		
_____	_____	Available in-service training on clinical and administrative management of violent clients and violent situations outside the agency	
PI	S		
_____	_____	The agency and each of its programs have a well-rehearsed specific plan of action in which students know exactly what to do in case of danger, from recognition of the signs of agitation to code words for signaling for help, when to call for police, clearing the building, etc.	
PI	S		
_____	_____	If the student will be transporting clients, the agency's automobile insurance policy has specified that the coverage is applicable to student interns -- agency insurance coverage for volunteers is not sufficient.	
PI	S		
_____	_____	Plan for practicum instructor easily be able to ascertain the student's location during practicum work hours	
PI	S		
_____	_____	Protocol for discussing with the student any activities that require special planning regarding safety, including	
PI	S		

	physical restraint of clients; treatment of a client with a history of emotional volatility; home visits to areas that are high risk; treatment of a client with a history of violence	
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### ***Home Visit Checklist***

Please initial that the agency has safety policies and procedures in place and that these have been discussed (PI = Practicum Instructor Initials; S = Student Initials).

- Students will not conduct home visits under any circumstances.**

Thorough preparation should be made for student home visits with consideration given to the following elements:

<b>Initials</b>	<b>Safety Measure</b>	<b>Other Related Safety Measures/Notes</b>
_____ PI      S	Selection of clients and home environments that are assessed/determined not to be dangerous to the student	
_____ PI      S	Provision of a safe means of transportation, whether by agency vehicle, the student's car, or public transportation where such can be judged to be normally safe	
_____ PI      S	Discussion of the neighborhood, including any potentially dangerous areas	
_____ PI      S		

	Discussion of appropriate risk-reducing behaviors in the neighborhood and in the client's home	
_____ PI      S	Clarification of the purpose and development of a specific plan for the visit	
_____ PI      S	Discussion of what to do should the client or anyone else presents a threat to the student	
_____ PI      S	Provision of appropriate support and backup. Depending on the situation and the student's experience with home visits, this may range from an accompaniment by another worker or security person to immediate availability of telephone consultation. Note: The student's Practicum instructor should know when a visit is to take place and at a minimum, telephone consultation must be available.	
_____ PI      S	When necessary, the student should be given permission not to make the home visit	

Practicum Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_