

**Placement & Partnership Safety Guidelines**  
**Bryn Mawr/Haverford Education Program**  
**Fall 2023**

Dear Students,

Your wellbeing and safety are always important. Both on and off campus, we encourage you to take stock of and resource your own - and others' - wellbeing and safety! Though risk is always present, there is a lot you can do to increase awareness, safety, and responsiveness by staying attuned, attentive, connected, and planful.

It can be useful to think of preparation as making sure you have *reserves*: emotionally, mentally, and physically, so that you can respond and adapt when needed! It is also useful to be ready for the unexpected, through a combination of planning, composure, and responsiveness, grounded in your values and purpose, and supports your sense of connection.

With this in mind, the Education Program offers the following guidelines:

In travel, anticipate your needs and prepare where you can:

- Leave extra time for travel so you do not need to rush. Plan your route in advance.
- Take in and observe your surroundings. Get oriented, notice who you are traveling with, notice signs and other orienting landmarks.
- Keep your phone away unless you actively need to use it. Likewise, don't walk with earbuds or headphones.
- Consider who you will ask for help if needed – help with directions, help finding a restroom, help for yourself or someone else who needs it, etc.
- When do you want to engage with/talk with/respond to people while traveling to your placement or partnership site and how will you disengage? How will you be ready, mind your boundaries, and maintain flexibility in making these choices?
- Travel light; bring only what you need and keep valuables away.
- Expect plans or routes to change, transit to be delayed, traffic or accidents on the road, SEPTA machines to not work. What will your contingency plans be? Be sure you have needed cell phone numbers (for your partnership teacher, Campus Safety, etc. in your phone.)

Once you arrive, consider who you can connect with in a range of contexts:

- Who do you check in with, when you arrive to the school or site?
- Who do you talk with if you have concerns about an interaction or a student? Your host teacher is often a good resource, and there may be a partnership coordinator, counselor, or administrator on site as well.
- What protocols are in place at the school in the case of an emergency?

*Please* share any questions, doubts, or concerns you have; don't soldier on alone! We want to hear from you and accompany you in navigating the placement and partnership relationships.

You can always:

- 1) speak with your professor
- 2) email or meet with Margo ([mschall@brynmawr.edu](mailto:mschall@brynmawr.edu)) or
- 3) debrief with peers during an Ed Talk session

Even if you are prepared, you may find yourself witnessing or experiencing an emergency circumstance.

**In the case of emergency** when you need to talk to someone immediately, please contact Campus Safety for help. They can be reached 24 hours:

- Bryn Mawr Students: **(610) 526-7911**
- Haverford Students: **(610) 896-1111**

## Some scenarios to consider

*navigating safety, wellbeing, communication, and boundaries*

### While traveling –

- you get lost or can't find the school or program location
- someone asks you for money, food, or help
- you see a police incident
- your phone dies and you don't know your way to or from the site
- you see someone you perceive as high
- someone asks for your number
- you are traveling at night

### In and related to the classroom -

- students ask you who you are, why you are there
- you are invited to teach a lesson
- a student gives you a compliment on your appearance
- a student invites you to hang out outside of school hours or be friends on social media
- the teacher says something to the student you read as somewhat rude
- the teacher says something to a student you think is inappropriate or violating
- the teacher introduces you in a way that is different from how you would introduce yourself
- you are asked to be alone in the class with students