

how we keep everyone safe

Student*Teachers*

Safety & Organization Overview

Our plan for running safe, well-organized workshops

STUDENT SAFETY FIRST ✦ ADULT ALWAYS PRESENT ✦

EVERY KID SIGNED UP

WHAT THIS IS

This is our internal plan for running workshops safely and keeping things organized. It is written for our team, our partner venues, and parents who want to know how we operate. It lays out our safety rules, how we are set up, and the honest steps we still need an adult's help with. This is our plan, not a legal document.

Who we are, in short

StudentTeachers is a free, student-led program running hands-on career workshops for students across Illinois. Before getting into safety, here is the quick picture of how we are set up.

What we do	Free, hands-on career-exploration workshops, about 2 hours each
Who attends	Students, in small supervised groups
Who runs it	A team of high school volunteers, with an adult always in the loop
Where	Partner sites only: schools, libraries, community centers
When	Weekends, around the standard doors-to-wrap shape
Cost	Free for students and free for host venues

“We work with students, so safety is the part we take most seriously, even though the rest of the day is fun.”

Adults, ratios, and the room

The core of our safety approach is simple: students are always supervised, and never by minors alone.

An adult is always present

Our volunteer team is made up of high schoolers, so **we never operate without an adult in the loop**. Every workshop has a responsible adult present and reachable, whether that is one of our adult organizers, a parent volunteer, or the host site's own staff contact. Students are never supervised by minors alone.

Two-adult rule

- ✦ A volunteer is never alone one-on-one with a student out of sight of another volunteer or adult.
- ✦ No volunteer transports a student, swaps personal contact info with a student, or contacts a student privately outside the program.
- ✦ Restroom and break procedures follow the host site's existing policy.

Small, supervised groups

- ✦ We keep group sizes small on purpose, so every student is accounted for and nobody slips through the cracks.
- ✦ We bring enough volunteers that there are always plenty of eyes on the room.

Consent, health, and privacy

Every student is signed up

- ✦ **Signed parent or guardian consent.** No student attends without a parent or guardian signing them up first. We handle this before the event, not at the door.
- ✦ **Emergency and medical info.** Every sign-up collects an emergency contact and any allergy or medical notes, so we are prepared.

Health and emergencies

- ✦ A first-aid kit is on site at every workshop, and we learn the building's exits and emergency procedures before we start.
- ✦ Any injury, near-miss, or concern is written down and the student's parent or guardian is told right away.
- ✦ If a volunteer ever sees something that worries them about a student's safety, they raise it with the adult on site immediately. No exceptions.

Photos and privacy

- ✦ Photo permission is opt-in. We only photograph students whose parents have explicitly said yes.
- ✦ We collect the minimum information we need and do not share students' information with anyone for marketing.

Venues and volunteers

We only use safe, public spaces

Workshops happen at established partner sites: schools, public libraries, and community centers. Never at anyone's home. These spaces are supervised, public, and already set up for working with young people, and we follow each site's rules while we are guests there.

Our volunteers

- ✦ **Everyone is briefed.** Volunteers go through a short onboarding covering the two-adult rule, appropriate boundaries, how to report a concern, and emergency basics.
- ✦ **Clear roles.** Every workshop has a lead, floaters, and someone on logistics, so responsibilities are not left to chance.
- ✦ **We follow the venue.** Sign-in procedures, building rules, and emergency plans are the host site's, and we respect them.

OUR SAFETY PROMISE

Every student is signed up by a parent. An adult is always present. Volunteers are never alone with a student. We follow the venue's rules, and we leave every space exactly as we found it.

What we still need an adult for

We want to be straight about the limits of a student-run team. Some things genuinely need an adult, and we are not pretending otherwise.

THE HONEST PART

Because our whole team is under 18, an adult always has to be in the loop for the official stuff: the partner site, a parent organizer, or a teacher. Before our first workshop, an adult (and ideally someone who knows the rules, like a school contact or a lawyer) should review our sign-up and consent form, this safety plan, and anything involving money or insurance. This document is our plan, not legal advice.

Before our first workshop, we will

- ✦ Have an adult review our parent consent and sign-up form.
- ✦ Confirm our safety plan with the host venue and follow their requirements.
- ✦ Sort out anything involving money, supplies, or insurance with adult help.
- ✦ Make sure every volunteer has read and understood these rules.
- ✦ Pack the basics: first-aid kit, sign-up list, emergency contacts, and name tags.

Safe, organized, and honest about what we are.

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