

## **35. Security Policy for Summer Internships**

The security of our participants is the top priority for Service Opportunities in Leadership (SOL) in the Hart Leadership Program.

The first way to ensure security is for each student to take responsibility for his or her own safety. We expect all Hart Leadership Program participants to educate themselves as fully as possible about their work and living environments, to be aware of potential risks, and to take precautionary actions to avoid risks when they have a choice. Our students have an obligation to themselves, their families and our program to use good judgment at all times when it comes to their personal safety.

### **Safety Measures**

The Hart Leadership Program pursues a preventive approach to uncertain security. We do everything within our means to mitigate risks to our participants' safety and well being. Our staff does this by:

- Ensuring that student housing is secured with proper locks, alarm systems and/or security guards and located within safe neighborhoods.
- Working with host organizations to find the quickest and safest routes between the students' housing and their work sites.
- Requiring host organizations to orient students about safety at their work sites.
- Providing students with laminated cards including important contact numbers and addresses in case they encounter any problems.

- Ensuring that students have ready access to a supervisor who can answer their questions.
- Keeping copies of student passports and identification cards on-hand at our Duke University office.
- Monitoring the security status of each geographic placement on a regular basis and updating students and parents if there is any concern or change in status.
- Communicating regularly with host organizations and students to ensure that students' summer internships are going well.
- Having students traveling internationally register with the U.S. Consulate upon their arrival.

If security is threatened, it is the student's responsibility to alert his or her parents and the SOL office immediately. The Hart Leadership Program will respond to the situation at once.

In the case of lost or stolen goods, the SOL office will work with the student, parents, host organization, and appropriate agencies to solve the problem. If it is necessary to evacuate a student from the placement site, SOL will do so immediately.