

**SUBJECT: SCHOOL INTERNSHIP SAFETY AGREEMENTS**

**FROM: Superintendent Larry Bergeson**

**Purpose:**

To establish safety guidelines and parameters with cooperating employers entering into an Work-Based Learning agreement with the Washington County School District (WCSD). This may include any of the following work-based learning activities: Internships, Pre-Apprenticeships, Pathway Exploration, Workplace Tours, Day Shadows, Informational Interviews.

**Reference:**

- **S.B. 147 School Internship Safety Agreements 2020 General Session**
- **53G-7-901 through 53G-11-405**

**Requirements for Compliance:**

The Washington County School District may enter into internship agreements with cooperating employers after completing one or both of following requirements:

- 1. Signed worksite safety agreement (District Form 960)**
  - a. Ensure that an adult officer or employee of the cooperating employer is not intentionally alone with an intern for any significant amount of time during the intern's activities;
  - b. Maintain compliance with all applicable state and federal laws relating to workplace and student safety, privacy, and welfare and;
  - c. Provide a safe, educational, courteous, and welcoming professional environment that is free of harassment or discriminatory conduct that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment.
  
- 2. Or, complete a criminal background check.**

Individuals to submit to a nationwide criminal background check and ongoing monitoring as found under Section 53G-11-402.

**Procedure:**

1. The Work-Based Learning Coordinator or Career Coach will meet with a cooperating employer to establish appropriate expectations;
2. Tour the facility to ensure students will be in a safe environment;
3. Complete the internship safety agreement with the cooperating employer prior to allowing any work-based learning activities to begin; and,
4. If the employer has not entered into an internship safety agreement with WCSD for reasons such as being a small business owner and cannot meet the staffing requirements, then set up a time for them to complete a criminal background check.



<b>INTERNSHIP WORK SITE SAFETY AGREEMENT</b>	
<p><b>Policy Summary:</b></p> <p>The internship safety agreement requires a cooperating employer to ensure that an adult employee is not intentionally alone with an intern for any significant amount of time during the intern's activities.</p> <p>Maintain compliance with all applicable state and federal laws relating to workplace and student safety, privacy, and welfare; and provide a safe, educational, courteous, and welcoming professional environment that is free of harassment or discriminatory conduct that may result in a hostile, intimidating abusive, offensive, or oppressive learning environment.</p> <p>If the cooperating employer is a small business and cannot provide enough staffing to ensure two deep leadership, the cooperating employer who will be given significant unsupervised access to a student in connection with the student's activities as an intern shall submit to criminal background check.</p> <p>Please check the box that applies to your business:</p> <p><input type="checkbox"/> Our company can ensure two or more staff members with high integrity will be on shift</p> <p><input type="checkbox"/> Our company is too small to ensure two or more staff will be on shift</p>	
Company Name	
Address	
Supervisor (print name)	
Signature	Date
<b>WCSD USE ONLY</b>	
Verifying District Employee:	
Signature	Date