

## WELFARE CHECKS

**Section:** Safety and Security

**Policy:** This policy is to be utilized when University Housing staff members are called to check on the welfare of students residing in University Housing.

**Purpose:** The purpose of this policy is to create a standardized method of performing welfare checks.

**Scope:** This policy applies to Residential Programs and Services staff members.

**Procedure:**

- I. When University Housing staff members are requested to perform a welfare check, they will utilize the following procedures:
  - A. Verify that the student is not FERPA restricted.
    1. If restricted, tell the individual requesting the welfare check that we have no information about that student.
    2. If not restricted, follow the protocol below.
      - a. When speaking to the individual making the request, staff members should assess the level of concern from the individual for the resident.
      - b. Staff members or designees are permitted to try to reach the resident by knocking on the resident's door without involving the UGA police.
    3. Staff members must call the UGA police to perform the welfare check if the individual requesting the welfare check asks the staff member to key into a resident's room.
      - a. If police arrive to perform a welfare check, the staff member or designee will provide the police access to the room.
  - B. The welfare check should be documented in Advocate and should include a police report number if applicable.

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Revised and approved by management team: January 23, 2018

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