WELLBEING CHECKS

Section: Safety and Security

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

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

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

Procedure:
I. When University Housing staff members are requested to perform a wellbeing check, they will utilize the following procedures:
   A. Without sharing any personal information, staff members should ask the nature of the concern.
   B. Personal information should not be shared with the concerned party without verifying that the student does not have a FERPA restriction.
   C. Staff members should inform the concerned party that housing staff will knock on the door and encourage the student to call the party if we contact the student. Staff should also inform the party that they should contact UGA Police if they are concerned about the safety of a student.
      1. Staff members are permitted to try to contact the resident by knocking on the resident’s door without involving the UGA Police.
   D. If there is an indication that the concern for the student’s wellbeing is an emergency, staff should contact UGA Police immediately and then consult up to their supervisor.
   E. If police arrive to perform a wellbeing check, the staff member will provide the police access to the room.
      1. Under no circumstances should the staff member open the door, look in the room or enter the room.
   F. Staff should document the wellbeing check in Advocate and include a police report number, if applicable.

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