



ACE MENTOR PROGRAM

ARCHITECTURE • CONSTRUCTION • ENGINEERING

Safety 101

You would never enter an active construction site without your hard hat.

Likewise, you should never engage in an ACE activity unless all participating mentors and students are **APPROVED**.



Student safety and the protection of mentors and the ACE program are paramount.

Team leaders and mentors equally share responsibility for the safety of our students and program. BOTH need access to the lists of approved mentors and students.

GOOD SAFETY PRACTICES

MENTORS



1 **EVERY** Mentor in a session must have an **APPROVED** status.

A Mentor is **APPROVED** if:

- Registered in the ACE database
- Has passed background check
- Completed online training
- Is cleared by school to volunteer (as applicable)

2 Prepare a list for **ALL** team members showing only **Approved** mentors.

3 **DO NOT** begin a session without 2 **Approved** mentors present.

4 Guest mentors are allowed at meetings but must be accompanied by an **Approved** mentor.

5 A team leader unable to participate in a session should designate another **Approved** mentor to lead the meeting.

STUDENTS



1 **EVERY** Student in a session must have an **APPROVED** status.

A Student is **APPROVED** if:

- Registered in the ACE database
- Has a signed parent consent form on file

2 Create a list of **Approved** students and distribute it to all mentors.

3 Take attendance at meetings to ensure only **Approved** students participate. **Turn any UNapproved student away.**

4 Email parents and students to remind them of the requirement for a signed parent consent form.

5 Field trips require parents to sign special consent forms. Allow a long lead time to collect these forms. Students without them must be turned away from the field trip.

WHY DOES IT MATTER?

If you allow an **UNapproved** mentor or student to participate in a session, every mentor allowing this to happen may be personally liable for anything that may happen during that session.

Similarly, if an **UNapproved** adult engages in inappropriate behavior with a student, every mentor allowing this individual to participate in ACE could be personally liable.

ACE'S INSURANCE COVERS YOU AND THE PROGRAM ONLY FOR APPROVED MENTORS AND STUDENTS!

**Note: This is not intended to be legal advice.*

ACEMENTOR.ORG