

West Virginia State University
DEPARTMENT OF SOCIAL WORK

CELL PHONE USAGE POLICY

The purpose of this Cell Phone Usage Policy is to establish guidelines for the appropriate use of cell phones by social work field students during their field placement. This policy is designed to ensure that students can fully engage with clients, colleagues, and the learning experience without unnecessary distractions.

During client meetings and interactions, social work field students are required to keep their cell phones turned off or set to silent mode.

Emergency calls or important communications may be an exception, but students must inform their field instructor or task supervisor before engaging with their phones.

Students may use cell phones for professional purposes when authorized by their field instructor or task supervisor as part of their duties. This includes, but is not limited to, using applications or tools related to social work, scheduling, or communication with colleagues.

Inappropriate use of cell phones during field placement, such as excessive personal use, surfing the internet, or use in a manner that distracts from professional obligations, is strictly prohibited.

Students are accountable for adhering to this policy. By adhering to this Cell Phone Usage Policy, social work field students can maintain professionalism and ensure their full commitment to their clients and field placement objectives.

By signing below, I acknowledge receipt and understanding of this Cell Phone Usage Policy.

Print Name —Student

Signature —Student

Date

West Virginia State University
DEPARTMENT OF SOCIAL WORK

CONFIDENTIALITY POLICY

The purpose of this confidentiality policy is to establish guidelines for the ethical practice and adherence to the National Association of Social Workers (NASW) Code of Ethics. Social work field students must understand and commit to maintaining the highest standards of confidentiality in their professional roles.

All students are expected to abide by the NASW Code of Ethics, which includes a core commitment to protect the privacy and confidentiality of clients. Social work field students should be aware of the specific ethical principles outlined in the NASW Code of Ethics, particularly those related to confidentiality, such as:

1. **The Duty to Protect:** Social workers have an obligation to protect the privacy and confidentiality of their clients. Students must recognize that maintaining confidentiality is crucial in building trust and promoting positive client outcomes.
2. **Informed Consent:** Social workers should obtain informed consent from clients before disclosing information to third parties. This ensures that clients are aware of the limits of confidentiality and the circumstances under which their information may be shared.
3. **Safeguarding Electronic Records:** Students must be diligent in protecting electronic client records and follow the highest standards of cybersecurity to prevent unauthorized access.
4. **Dual Relationships:** Students should avoid dual relationships that may compromise client confidentiality. Dual relationships may create conflicts of interest, and students must carefully manage such situations.

Students should recognize that their field instructors and academic advisors are also bound by confidentiality requirements. They must consult with their instructors and supervisors when ethical or confidentiality concerns arise. Breach of confidentiality is a serious ethical violation. If a student becomes aware of a breach of confidentiality, they should report it to their field director, field instructor, or appropriate authority promptly. Breach of confidentiality is a serious ethical violation.

By signing below, I acknowledge that I have read, understand, and agree to abide by this Confidentiality Policy, the NASW Code of Ethics, and the ethical principles guiding confidentiality in the social work field. I recognize the importance of maintaining client confidentiality to uphold the trust and ethical standards of the social work profession.

Print Name —Student

Signature —Student

Date

West Virginia State University
DEPARTMENT OF SOCIAL WORK

**Alcohol/Drug Abuse and/or Criminal Background Implications for Eligibility
for Social Work License in West Virginia**

As an applicant to the Social Work Program at West Virginia State University, I acknowledge that I have been informed that I may not be eligible for a social work license in West Virginia and/or employment as a social worker if I abuse alcohol or drugs and/or have a criminal history as specified in the following West Virginia Code:

Code §30-30-14. License to practice as a social worker.

“To be eligible for a license to practice as a social worker, the applicant must:

- Not be an alcohol or drug abuser, as these terms are defined in section eleven, article one-a, chapter twenty-seven for this code: Provided, That an applicant in an active recovery process, which may, in the discretion of the board, be evidenced by participation in an acknowledged substance abuse treatment and/or recovery program may be considered;
- Not have been convicted of a felony in any jurisdiction with five years preceding the date of application for license with conviction remains unreversed;
- Not have been convicted of a misdemeanor or felony in any jurisdiction if the offense for which he or she was convicted related to the practice of social work, which conviction remains unreversed.”

Print Name—Student

Signature—Student

Date

Note: This acknowledgement form is for informational purposes only. WVSU Social Work Program does not make eligibility decisions related to social work licensing and/or employment. The WV Board of Social Work determines eligibility on an individual basis. Specific questions about the impact of an individual's history of alcohol/drug abuse and/or criminal background on eligibility for licensing should be directed to the WV Board of Social Work, and its impact on employment should be directed to potential employers.

West Virginia State University
DEPARTMENT OF SOCIAL WORK
Student Safety Policy for Field Education

The purpose of the Student Safety Policy for Field Education is to ensure the safety and well-being of students engaged in field education placements. This policy applies to all students enrolled in field education courses (SWK 404 and SWK 406).

University Responsibilities

The Social Work Program at West Virginia State University agrees to:

- Establish and communicate clear safety guidelines and expectations to students and field agencies.
- Provide safety training for students before and during placements, including topics such as workplace violence, crisis intervention, and reporting procedures.
- Support students and address safety concerns.
- Develop a process for reporting and responding to safety incidents, including debriefing and support services.
- Implement a safety exit strategy, allowing students to withdraw from unsafe placements without academic penalty.

Field Agency Responsibilities:

The Field Placement Agency agrees to:

- Provide students with an orientation that includes safety procedures, emergency contacts, and risk management protocols.
- Complete the Workplace Safety Check List with the student.
- Ensure students have access to personal protective equipment and safety resources, as applicable.
- Assign appropriate tasks based on the student's skill level, ensuring they are not placed in high-risk situations without adequate supervision and training.
- Notify the Social Work Program at West Virginia State University of any safety concerns or incidents involving students.

Student Responsibilities

The Student agrees to:

- Attend all required safety training sessions provided by the university and field agency.
- Complete the Workplace Safety Check List with the Field Agency Supervisor/Instructor.
- Follow agency safety protocols and report any concerns to their field instructor/supervisor and the West Virginia State University Field Director.
- Communicate with the West Virginia State University Field Director about any perceived risks, unsafe conditions, or incidents.
- Use professional judgement when working in potentially unsafe environments and seek guidance as needed.

Print Name—Student

Signature—Student

Date