

Operating Procedures for Programs Involving Minors

These operating procedures are intended for use by Extension Educators and Extension Specialists as an internal document only.

In 2015 the Purdue University Office of the Vice President for Ethics and Compliance implemented campus-wide policies related to programs involving minors. These policies are designed to ensure the protection of minors who participate in any University-supported program or activity. Purdue Extension programs across the State of Indiana are included in this policy and were represented at the table when the policies were designed and implemented. This document is designed to help Purdue Extension staff and volunteers comply with these policies.

WHO: All faculty and staff working on behalf of Purdue Extension, approved Purdue University Adult Volunteers, and approved Purdue University Youth Volunteers. For further guidance on who should complete this training, refer to the ***“Decision Tree: Who Should Complete the Minors Safety Training for Purdue Extension Program.”*** (See Appendix A)

WHAT: Required “Programs for Minors Registration” for all programs involving minors. For further guidance on which programs should be registered with the university, refer to the ***“Decision Tree: Should a Program be Registered with the University?”*** (See Appendix B)

WHEN/WHERE: Applies to all programs involving minors that start on or after May 1, 2015 that are supported by Purdue Extension at the county, area, district, state, and national levels.

WHY: To ensure that programs involving minors are planned carefully and include safety as the highest priority.

HOW: Read on to learn about the steps necessary to complete the required training for faculty, staff, and volunteers and to register programs involving minor participants with Purdue University.

Quick Reference:

1. Minors safety training for faculty and staff working on behalf of Purdue Extension (pg. 2)
2. Minors safety training for approved Purdue University Adult and Youth Volunteers (pg. 6)
3. Process for completing the “Programs for Minors Registration Form” (pg. 8)
4. Appendix A – Decision Tree: Who Should Complete the Minors Safety Training for Purdue Extension Program (pg. 11)
5. Appendix B – Decision Tree: Should a Program be Registered with the University? (pg. 13)

Required Training for Faculty and Staff Working on Behalf of Purdue Extension

Each faculty and staff member working on behalf of Purdue Extension with a Purdue career account will complete the Vice President for Ethics and Compliance’s “Youth Protection: Faculty and Staff” course, which includes the following two web-based trainings: (1) “Protecting Children: Identifying and Reporting Misconduct” through United Educators and (2) “Child Sexual Abuse: Prevention and Response.” The staff member will complete an online certification quiz as part of the second training.

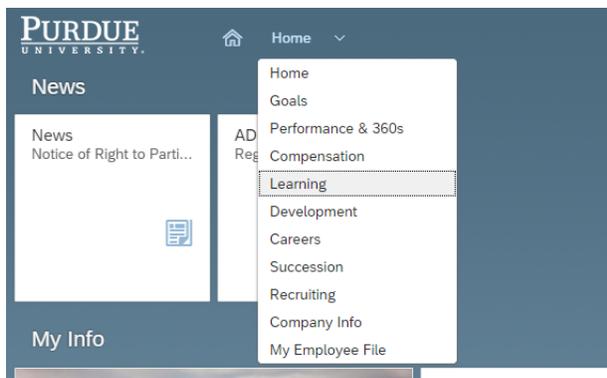
To begin, enter the OneCampus Portal from the bottom of the purdue.edu website. Then, click “Employee Launchpad.”



Login with your Purdue Career account and Boilerkey passcode.



Then, click “Learning” from the Home dropdown at the top of the page.



If the course is not already assigned to you, search for “Youth Protection: Faculty & Staff” in the search box. You may then click “Start Course” to begin the course.



You'll then be directed to the two-part course. Part One – Protecting Children: Identifying and Reporting Misconduct and Part Two – Child Sexual Abuse: Prevention and Response. Both parts of the course are required for completion.



Follow the instructions in Part One to complete the **Protecting Children: Identifying and Reporting Misconduct** course. The course itself is offered through [United Educators](#) and requires a log in. If you have not created an account with United Educators previously, you will be given the opportunity to do so.



Login to the Learning Portal

Email/username

Password

Login

[Forgot password?](#)

Once you have entered the Learning Portal, click on “Protecting Children: Identifying and Reporting Sexual Misconduct.”

My Courses



Then launch the 30-minute training. (You may need to disable the popup blocker.)



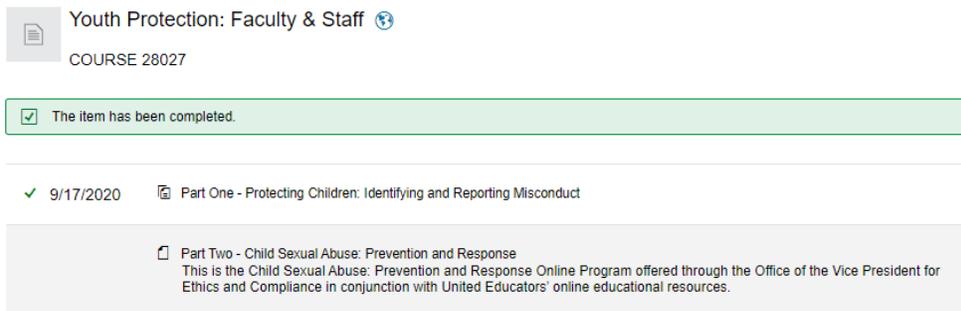
Upon completion, you'll receive an e-mail confirming your completion.

Congratulations!

You are receiving this email as confirmation of your recent completion of the **Protecting Children: Identifying and Reporting Sexual Misconduct** course.

Course Name: Protecting Children: Identifying and Reporting Sexual Misconduct
 Completion Date: 9/17/2020
 Download your Certificate here: <https://learn.ue.org/Certificate.aspx?ECID=L+Jg5Wk3/bg=>

After completing the course in United Educators, go back to the “Youth Protection: Faculty & Staff” course in the Employee Launchpad and make sure you’ve completed the two questions for Part One. Then, click the link to begin “Part Two – Child Sexual Abuse: Prevention and Response.” (If you’re unable to access the link, the course may have timed out. Refreshing the screen will reload the page.)



You'll be taken directly to the training module. This module is **not** offered through United Educators. Plan to spend about **15 minutes** on this module.



At the conclusion of the training module, complete the 20-question quiz.

You can return to the Learning tile in the Employee Launchpad and check History to verify you have received credit for passing the **Youth Protection: Faculty & Staff** training.

The screenshot displays the Learning History interface. On the left, a 'History' tile features a circular arrow icon, a red badge with the number '2', and the text 'recently added' and 'View All'. The main area is titled 'Learning History' and includes a 'View All' button. Below this, a section labeled 'MOST RECENTLY ADDED' shows a card for 'Youth Protection: Faculty & Staff' with a green checkmark icon. To the right, a 'Completed Work Details' section provides the following information:

- Youth Protection: Faculty & Staff**
- Graded Event 28027
- Class ID:**
- Completion Date:** 9/17/2020
- Status:** Pass

NOTE: These certifications are good for **24 months (2 years)**, after which time you will need to retake the certification. You are now eligible to complete a “Programs for Minors Registration Form” as described later in this document.

Required Training for Approved Purdue University Adult and Youth Volunteers

Each approved Purdue University Adult and Youth Volunteer who will be working with a program for minors will complete training with content similar to what Purdue employees complete. The certification is valid for **two years** before it must be repeated (**except for 4-H Volunteers who will complete the training annually**). Below are instructions for each program area.

1. **4-H Youth Development Volunteers** may complete the “Youth Safety and Child Abuse Reporting” training (aka, “Minors Safety Training”) via 4-H Online (v2.4honline.com) as a part of the volunteer’s annual re-enrollment.

Extension Educators/Specialists may also choose to present a face-to-face training of the “Minors Safety Training” to 4-H volunteers. The Educator/Specialist can distribute a quiz to the volunteers prior to the start of the training, present the training content to the volunteers, and then review the volunteers’ answers to the quiz questions. Resources to deliver the face-to-face training are located on the [4-H Intranet – Policies and Procedures – Risk Management Forms section](#). Once the volunteers have achieved 100% on their quiz, they turn in their completed quiz with their name written on the quiz to the Educator/Specialist. The Educator/Specialist will then have the volunteers’ results recorded in 4-H Online. Questions may be directed to Steve McKinley, State 4-H Extension Specialist, mckinles@purdue.edu, 765-494-8435.

2. **Volunteers in all other Purdue Extension Program Areas: Agriculture and Natural Resources, Community Development, Health and Human Sciences, and Extension Master Gardener (EMG)** Please share the following instructions with volunteers that need to complete the “Working with Minors Certification:”

To begin the certification process, visit:

https://purdue.ca1.qualtrics.com/jfe/form/SV_bOEB8CsBwI7SE8I. The first screen in the survey gives you the option to download the content needed to answer the questions correctly and will prompt you to enter your name, County, and area(s) of volunteer activity within Purdue Extension in order to continue. At the bottom of the screen, you will need to click “Next” in order to advance to the next screen.

This is a forced answer quiz, so you won’t be able to continue until you’ve answered all of the questions correctly (a red error message will appear above the question if you’ve answered it incorrectly). The survey will allow Purdue Extension to track the completion of the certification by volunteers. The average completion time is about 15 minutes.

Requesting a report of volunteers that have completed the certification

Upon request of Extension Educators/Specialists, a report will be sent to the Educator/Specialist for their records by state Extension staff. For a report of volunteers who have completed the certification or for questions regarding the procedures, contact the respective program area representative listed below.

If volunteers are unable to complete the online training and certification, then they may complete the certification using printed materials. Extension Educators/Specialists may access these materials on the Extension Intranet. Extension Educators/Specialists will be responsible for keeping records of volunteers who completed the certification using this method.

Agriculture and Natural Resources: interim contact until new Program Leader is named - John Orick, Purdue EMG State Coordinator, orick@purdue.edu, 765-496-7956

Community Development: Michael Wilcox, CD Program Leader, wilcox16@purdue.edu, 765-496-0566

Health and Human Sciences: Lisa Graves, HHS Assistant Program Leader, lgraves@purdue.edu, 765-494-2828

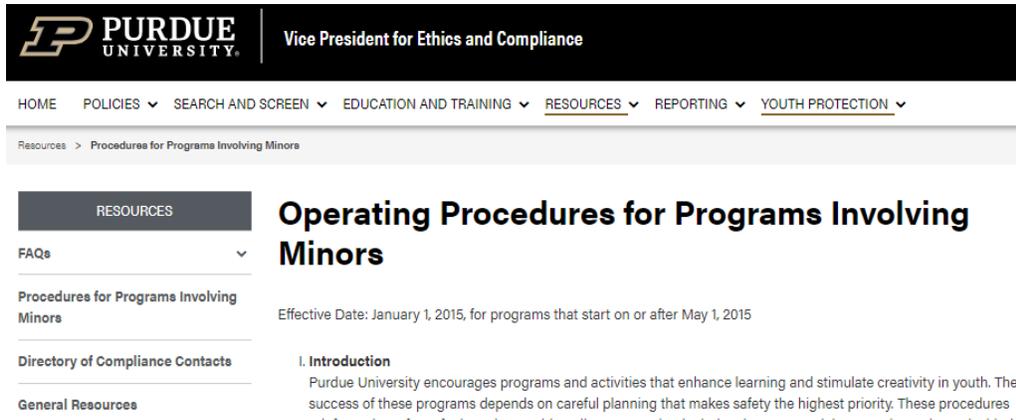
Extension Master Gardeners: John Orick, Purdue EMG State Coordinator, orick@purdue.edu, 765-496-7956

Completion of “Programs for Minors Registration Form”

To determine if your program should be registered with the university, refer to the **“Decision Tree: Should a Program be Registered with the University?”** (Appendix B) The Educator/Specialist responsible for the implementation and oversight of the program is the individual responsible for completing the registration form on an annual basis.

Visit the Purdue University Vice President for Ethics and Compliance Web site:

<https://www.purdue.edu/ethics/resources/programs-involving-minors.php>



Scroll down to the “Registration and Certification” heading:

VII. Registration and Certification

- A. Each Program Director must register the program with the University before the activity commences using the **Programs for Minors Registration Form**.
- B. Registration of the event includes certification that all Program Staff have passed minimum background check requirements (see section VI below) and have received training within the 24-month period preceding the start of the program (see section VII below).
- C. Registration also includes certification that the Checklist (see section VIII below) has been completed.

Click on the “Programs for Minors Registration Form” link, which will open a Qualtrics survey:

The screenshot shows a web form titled 'Programs for Minors Registration Form'. It features the Purdue University logo at the top. The form is divided into three main sections: 'Program Name' with a single text input field; 'Program Dates (mm/dd/yyyy)' with separate input fields for 'Start Date' and 'End Date'; and 'Contact Information (for the person completing this Form)' with input fields for 'Name' and 'Email'. A small arrow button is located at the bottom right of the form.

NOTE: the form has changed significantly from previous versions. The new form contains multiple branching options. Based upon your answer to one question will determine the next question you are asked to answer. Providing examples to cover all possible options is not feasible at this time. Regardless of the format (in-person, virtual, or hybrid), the program needs to be registered.

4-H Youth Development Program Area:

County 4-H Program Annual Registration: 4-H Youth Development Extension Educators may register their annual County 4-H Program for the program year (Oct 1 – Sept 30) using ONE registration form. Please follow the step-by-step guidance provided in the “Programs for Minors Registration Form Template for County 4-H Program” file located in the [Risk Management Forms section](#) of the 4-H Intranet – Form #18.

This registration form covers all 4-H activities/event offered in the **County** for the program year that are considered part of the youths’ annual 4-H enrollment (via 4-H Online).

Additional County 4-H Activities/Events: County-only events that have a separate registration process and/or that deviate from the answers included in the template will be registered separately by the 4-H Educator (e.g., an overnight completion trip that requires a residential component and/or transportation). This form will certify that the 4-H Educator has completed all of the required procedures for that additional activity/event.

Multi-County/Area/District Level 4-H Programs: The 4-H Educator responsible for a Multi-County, Area or District event will annually submit ONE “Programs for Minors Registration Form” for EACH multi-county, area or district level 4-H activity or event that is coordinated by the Extension Educators on a multicounty, an area or district level (e.g., Area CDE contests).

State Level 4-H Programs: The 4-H Specialist will annually submit ONE “Programs for Minors Registration Form” for EACH state level 4-H activity or event that is coordinated by the State 4-H Office (e.g. Round-Up, 4-H Academy @ Purdue, State 4-H Jr. Leader Conference, Career Development Events, etc.).

All Other Purdue Extension Program Areas (ANR, CD, HHS)

Submit a Programs for Minors Registration Form for each distinct program that you are offering that involves minors. For example, one form would be submitted for a youth gardening program that offers sessions over multiple weeks within a single county. Similarly, if Captain Cash is offered to groups of students in multiple locations within the county, one registration form would be submitted for the program year.

- Refer to the Extension Hub (<https://extension.purdue.edu/hub/minorspolicies/>) for examples of how to complete the Programs for Minors registration form. Providing examples to cover all

possible options is not feasible at this time. Take into consideration the variations in your specific program as you respond to the registration form questions.

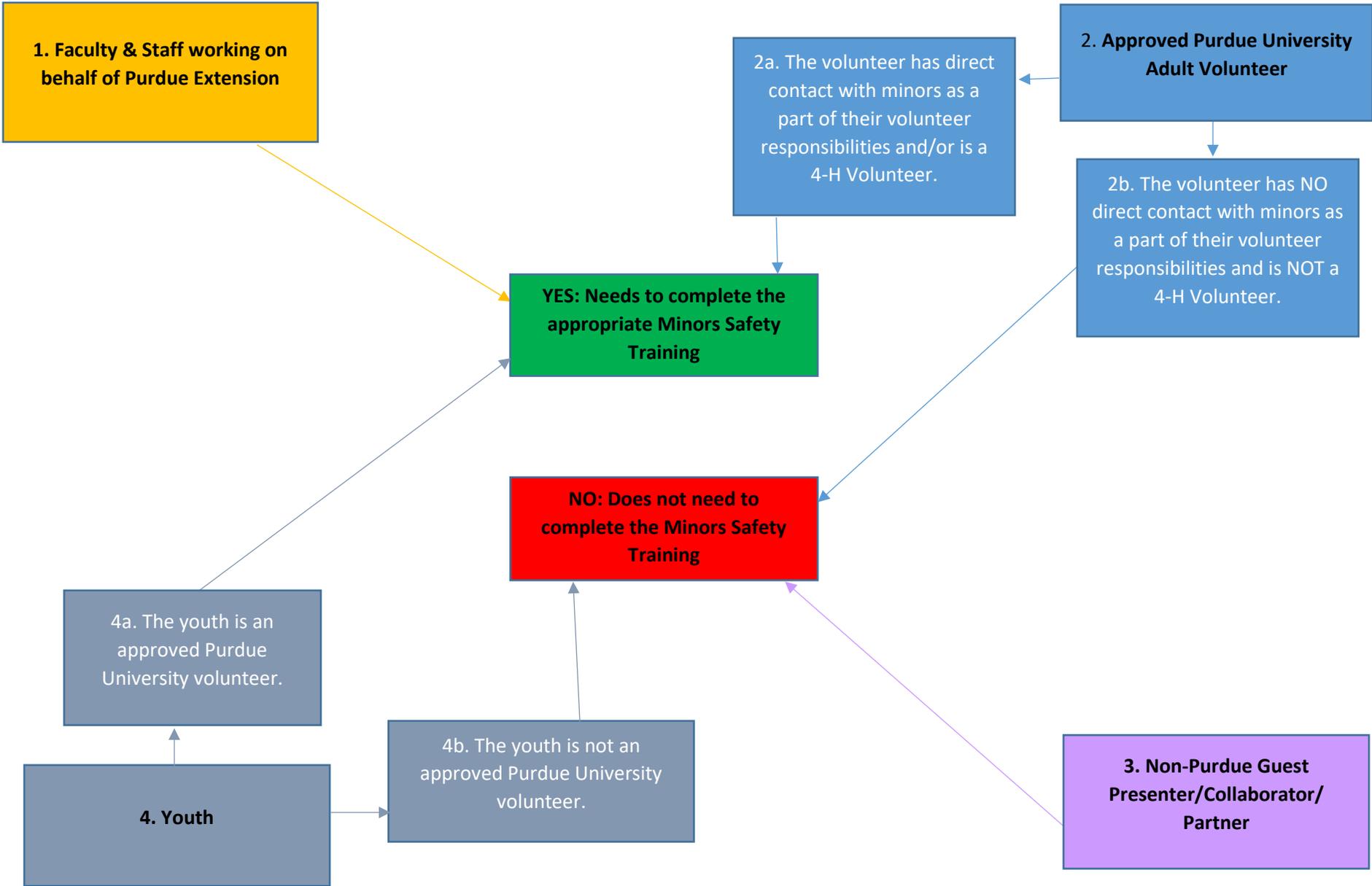
- If you are responsible for organizing enrollment for a youth program, the sample enrollment form contains required waivers and information that will help you fulfill requirements of Section X of Purdue's policies for programs involving minors (<https://www.purdue.edu/ethics/resources/programs-involving-minors.php>). The link to the sample enrollment form is: <https://extension.purdue.edu/hub/minorspolicies/>.

Once the Programs for Minors Registration Form is submitted:

You can expect to receive an e-mail confirming the submission from youthprotection@purdue.edu. Expect to be asked some follow-up, clarifying questions from the Senior Compliance Specialist, Youth Protection – Erica Downey.

At the bottom of the e-mail you will see the answers you submitted to the questions on the registration form. **KEEP A COPY OF THIS E-MAIL FOR YOUR RECORDS!!!**

Decision Tree: Who Should Complete the Minors Safety Training for Purdue Extension Programs?



Definitions for Minors Safety Training

General Definitions

Purdue Extension Program: Any educational or recreational event, activity, presentation, etc. where Purdue Extension is represented.

Minor: A person under the age of full legal responsibility.

Direct Contact: Contact that involves a reasonable chance of interacting with minors where minors are the target audience.

Unsupervised Contact: Any contact with minors where no trained Purdue University Paid Staff or Approved Purdue University Adult Volunteer is present.

Categories

- 1. Faculty and Staff working on behalf of Purdue Extension:** faculty, administrative/professional staff (campus and field), clerical staff (campus and field), program assistants, and interns (paid and unpaid).
- 2. Approved Purdue University Adult Volunteer:** An individual that has successfully completed the appropriate training, application, and screening process for the respective program area.
- 3. Non-Purdue Guest Presenter/Collaborator/Partner:** An individual that has been asked to assist with the Purdue Extension Program, but will have no unsupervised time with minors. This is not an exhaustive list, but examples may include: Extension Homemakers serving meals for an event targeted to minors, maintenance personnel or others hired for specific tasks such as set-up or clean-up for an event targeted to minors, or guest speakers at a workshop.
- 4a. Approved Purdue University Youth Volunteer:** An individual that has successfully completed the youth behavioral expectation agreement. For example, a youth that serves as an overnight chaperone for minors or works in a capacity that includes extended time with minors (e.g., 4-H Camp Counselors) – perhaps without adult supervision.

Decision Tree: Should a Program be Registered with the University?

1. The program does not target minors.

2. The program targets minors and is organized, sponsored by, and/or led by Purdue University staff.

“YES”: Program is registered with the university as a “Program for Minors.”

“NO”: Program does NOT need to be registered with the university.

4. The program targets minors but involves Purdue University staff only in the roles as guest presenters or resource persons.

3. Purdue University staff serve on the advisory board for a group which is responsible for implementing a program that targets minors (for which Purdue is not a sponsor).

Definitions for Registering a Program with the University

Purdue Extension Program for Minors: Any educational or recreational event, activity, presentation, etc. where minors (persons under the age of full legal responsibility) are the target audience.

Purdue University Staff: Paid university employees and approved university volunteers working on behalf of Purdue University.

Sponsor: Any group, department, school, college, organization or individual involved in supporting a program, operationally and/or financially, whether a unit of the University or a third party. Operationally refers to planning, staffing, advertising, hosting, etc. If Extension is involved in these roles to put on the program, then Extension is a sponsor.