

Operating Procedures for Programs Involving Minors

Guide for Indiana 4-H Volunteers

Over the past several months, the Purdue University Office of the Vice President for Ethics and Compliance has been working to implement system-wide policies related to programs involving minors, including those we offer through the Indiana 4-H Youth Development Program.

These policies are designed to ensure the protection of minors who are a part of the Indiana 4-H Program, as we continue to provide a safe, welcoming environment for all youth to participate.

As a part of the policy, all Purdue Extension Staff and Volunteers will complete a training on Youth Safety and Reporting Child Abuse. This document is designed to help Adult & Youth 4-H Volunteers fulfill the requirements of these policies.

WHO: All Extension Educators, Other Extension Paid Staff, and Adult & Youth Volunteers

WHAT: Required certification for all programs involving minors (including 4-H)

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 complete certification as a 4-H Adult or Youth Volunteer

Instructions for completing the two-part training certification:

Each Adult and Youth 4-H Volunteer will complete a training certification: "**Youth Safety and Reporting Child Abuse**". Once completed, this certification will be good for 24 months (2 years), after which time you will need to retake the certification. The online version of the certification takes 15-20 minutes to complete.

Each County 4-H Extension Educator will complete a form to register all activities offered for minors by the County 4-H Program. As a part of this registration, the Educator is affirming that all 4-H Volunteers and others who are operating a program involving minors have completed this required certification:

I certify that all Program Staff have completed training on youth safety and mandatory reporting in Indiana within the 24-month period preceding the start of the program as required by the Procedures for Programs Involving Minors.

How to Sign Up for the Online Training Certification:

NOTE: This training is best viewed using Mozilla Firefox, Google Chrome, or Safari Web browsers.

This option is available if you already have a 4HOnline profile as a volunteer or member.

1. Login to your 4HOnline account at <https://in.4honline.com> with your family email address and password.
2. Click the 'Continue to Family' button.
3. Click 'Edit' next to your name in the families Members/Volunteer list.
4. Click 'Training' above the Personal Profile Information heading.

Enrollment Member Settings **Trainings**

Your Trainings Completed or In Progress Sign Up for a Training

Trainings Completed or In Progress			
Training	Type	Status	Edit / View

5. Click the 'Sign Up for a Training' button, and then click 'Sign-up' next to the training title.

Enrollment Member Settings **Trainings**

Sign Up for a Training Your Trainings Completed or In Progress

Sign Up		
Training	Type	Sign Up
Youth Safety and Child Abuse Reporting	Adult Volunteer	Sign Up

6. Select the name of the training program to you are signing up to complete. (Example: Youth Safety and Child Abuse Reporting)

Enrollment Member Settings **Trainings**

Sign Up for a Training Your Trainings Completed or In Progress

Sign Up		
Training	Type	Sign Up
Youth Safety and Child Abuse Reporting	Adult Volunteer	Sign Up

7. Click the title of the training. The course content will pop-up in a new window.

Enrollment Member Settings **Trainings**

Youth Safety and Child Abuse Reporting

Youth Safety and Child Abuse Reporting Training Certification for 4-H Adult Volunteers

Training Information

Training Status
Incomplete

Training Steps

1 Take the Course

Youth Safety and Child Abuse Reporting **REQUIRED**

8. **OPTIONAL:** Print the Certificate of Completion after completing the training. You must click through to the page that indicates you should close the window before you see the option to print your completion certificate.

Enrollment Member Settings **Trainings**

Youth Safety and Child Abuse Reporting

Youth Safety and Child Abuse Reporting Training Certification for 4-H Adult Volunteers

Training Information

Training Status
Completed

Training Steps

1 Take the Course

Youth Safety and Child Abuse Reporting **✓**

Print Certificate

To complete the training certification in a face-to-face or paper-based format:

This option is available for those unable to access the 4HOnline system.

- 1) Contact the 4-H Extension Educator in your county.
- 2) Obtain a paper copy of the training to review or schedule a time to attend a face-to-face training.
- 3) Complete the quiz with 100% accuracy.