



Stetson University Training Acknowledgement Form – Programs with Minor Children

Prior to participating in Stetson University programs or initiatives involving minor participants, employees, volunteers, and students shall complete the applicable online trainings and successfully pass a background screening prior to the start of the University Sponsored Program. Trainings and background checks are acceptable for a 24-month period and must be valid at the time of the program.

Please initial each item indicating your full understanding and agreement to each point.

____ I confirm that I have completed United Educator’s online trainings entitled Protecting Children: Identifying and Reporting Sexual Misconduct and Protecting Children: Shine A Light.

Date of Completion: _____

____ I understood the Protecting Children: Identifying and Reporting Sexual Misconduct and Protecting Children: Shine A Light training modules.

____ I have reviewed and understand the University’s general protocol for programs with minor children.

____ I have reviewed and understand the University’s Protection of Minors Policy and am aware that it can be accessed at all times on the Stetson website.

____ I understand that as a University employee, volunteer, or student, it is my responsibility to abide by Stetson University policies and procedures which includes reporting suspected child abuse, neglect, or abandonment involving minors to local police authorities or the Florida Department of Children and Family’s Abuse Hotline by phone at 1-800-962-2873 or online at <https://reportabuse.dcf.state.fl.us/Child/ChildForm.aspx> and to the University’s Office of Public Safety.

____ If I have questions about the training, I understand that it is my responsibility to seek clarification from the Office of Risk Management.

____ If I have questions about Stetson University Title IX policies and procedures, I understand that it is my responsibility to seek clarification from the Title IX Office or a member of the Title IX Leadership Team.

By signing below, I certify that I have received training on the policies and topics listed above. I certify that I fully understand the duties, responsibilities, roles and expectations of me as an Authorized Adult as it related to these policies and topics. I agree to abide by and follow all University policies and procedures.

Authorized Adult Name: _____ 800 #: _____

Authorized Adult Signature: _____ Date: _____

Applicable University Sponsored
Program(s): _____



Stetson University - Online Training Courses for Programs with Minor Children

Stetson University is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, Stetson University has implemented a program to protect minors in University sponsored activities. As part of that program, all students, faculty, staff, and volunteers who will be working with Minors in a University Sponsored Program must complete the following online training courses every 24 months or more frequently as directed by the University.

1. **Protecting Children: Identifying and Reporting Sexual Misconduct**
2. **Protecting Children: Shine A Light**

New Users:

To begin training, follow these steps:

- 1) Go to <https://learn.ue.org/XZ4H6990655/StetsonProtectMinors>
- 2) Complete the Registration form.
 - a. Enter your first name, last name, and email address and click Register.
 - b. You will receive a welcome email with your username and a temporary password.
 - c. Follow the link in the email to sign on.
 - d. You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question
- 3) Once you are logged in, be sure to complete all courses assigned to you.
- 4) A history of your completed courses is available in "My Completions." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.
 - a. Please forward a copy of the completion certificate along with the training acknowledgement form to the Program Director and to the Office of Risk Management.

Returning Users:

If you have already completed this learning path and need re-training, the courses remain live in your account. You can log in using your previously issued credentials and complete the training again.

If you have completed a different course or learning path in the EduRisk Learning Portal, please email riskmanagement@stetson.edu to be added to the Learning Path. You will not be able to register through the link above unless you use a new email address.

Tips for Completing Courses

- Pop-up blocker must be disabled for ue.blackboard.com.
- Ensure your computer meets all System Requirements.

Need Help?

- If you have any issues with signing in or accessing the courses or if you did not receive your welcome email, visit the Support Portal at portalhelp.ue.org or click any Support Portal link on the site.

All other questions should be directed to the Office of Risk Management at riskmanagement@stetson.edu.



General Protocol for Programs with Minor Children

All Programs:

1. Authorized Adults must successfully pass a background screening within 24 months of the University Sponsored Program and complete the University minor's protection training requirements within 12 months of the University Sponsored Program.
2. Make sure to have sufficient Authorized Adults for the number of minor program participants as indicated in the Protection of Minors Policy. Authorized Adults are individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in University Sponsored Programs, recreational facilities, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. This definition does not include temporary guest speakers, presenters and other individuals who have no direct contact with program participants other than short term activities supervised by program staff.
3. If anyone becomes aware of any possible incident of sexual misconduct or abuse, by law they must report it to the Florida Department of Children and Families or local police authorities. It will also need to be reported to the University by contacting the Office of Public Safety or using the Stetson "EthicsPoint" system.
4. Do not engage in sexual activity with a Minor or other program participant.
5. Do not make sexual comments or tell jokes of a sexual nature in the presence of a Minor.
6. Avoid the use of inappropriate words, language, or references.
7. Do not use, possess, or be under the influence of drugs or alcohol while engaging with Minors.
8. Be vigilant in protecting the well-being and safety of Minors with whom they interact on campus or elsewhere.
9. Photos and videos may only be taken if parental permission given and should be in group context as related to the program.

On-Campus Programs:

10. Have a checklist of attendees who enrolled in program which shows child's name, parent/guardian name, Sign In Date & Time, and box that shows if they have submitted the Consent/Liability Release Form.
 - a. A parent/legal guardian is not permitted to leave a child until the liability forms are signed and accepted.
11. Set a designated area for parents/legal guardians to drop off their children.
12. Set a designated area for parents/legal guardians (or approved persons) to pick up the participants. Program staff should be present in this area to supervise that all kids are picked up by appropriate timeframe.
13. It is important that you only release the children to the person(s) the parent/legal guardian has noted on their Consent/Liability Release Form. Check ID's to ensure the person picking them up is authorized pick-up person.
14. For everyone's protection, there should be no one-on-one 'alone' contact with minor children in isolated or private areas.
15. Do not take a minor child to closed, private areas (such as a bathroom, locker room, or residence hall room) without others present.
16. Bathroom escorts must be Authorized Adults.
17. Bathroom Escorts should be in general bathroom area (when multiple stalls) or right outside the door, but not in stall with Minor. Make sure all Minors who use bathroom have returned & are escorted back to general program area.

18. Everyone should be aware of avoiding any unnecessary or inappropriate contact or touching of minor children. Generally, any physical contact should be in the open with others present and for a clear educational or instructional purpose or for the administration of First Aid. For sports instruction, use visual demonstration as primary instruction method and only make physical contact as necessary for instruction such as hand or arm placement with a sports item (bat, racquet, ball, protective gear, etc.)
19. Do not exchange personal phone or contact information with a Minor participant. Personal contact information may be given to the parent/legal guardian if needed in regard to program.
20. Do not engage in social media interaction with a Minor participant.
21. If you will be including lunch in your program, it's best to have attendees choose their own food from the Commons (or bring their own food) since many children have special allergies (some severe).
22. Public Safety should be called if there is an injury or incident so they can attend to it and document with a report. If obvious serious injury/illness/incident occurs and emergency care is needed, call 911 first and then Public Safety.
 - a. Parents/legal guardians would also need to be called if there is a need for medical treatment, including basic first aid.

Online Programs:

1. Avoid one-to-one virtual contact with participants. At least two authorized adults must be online during live programs.
2. Maintain the highest standards of personal behavior at all times when interacting with participants.
3. Avoid the use of inappropriate words, language, or references.
4. Maintain professional discipline and discourage inappropriate behavior by participants, consulting with your supervisors if you need help with misbehaving youth.
5. The platform you choose to host your online program should be appropriate for participants and program activities and have strong security features.
6. All program sessions must:
 - a. Use a meeting password.
 - b. Enable the "waiting room" feature for participants to wait before each session begins.
 - c. Have sign-in displaying only the participant's first name and last initial to protect the camper's identity.
 - d. Allow virtual backgrounds to provide privacy for Authorized Adults and participants.
 - e. Limit on screen captures and screen sharing.
 - f. Default so all participants are on "mute," with participants un-muted individually by an Authorized Adult when there are questions or discussion.
7. Authorized Adults must understand the security features of the chosen platform.
8. Authorized Adults must be prepared to close the program session in the event of inappropriate participant behavior or if the session is infiltrated by an unauthorized visitor.
9. No private direct messaging, texting, chatting, or personal emails between a participant and an Authorized Adult are permissible. Authorized Adults are permitted to send emails via their Stetson email to minor participants provided the participant's parent or legal guardian is copied on the correspondence.
10. Group messages and posts are acceptable in the online platform and must be viewable by all participants. An Authorized Adult must monitor the messages and posts for inappropriate behavior, inappropriate content, cyberbullying, or harassment.
11. Participants may not engage in activities involving hazardous materials (chemical, biological, radiation) or work with mechanical tools at home during an online program.
12. The participants parents and legal guardians must be provided with access information to all virtual meetings and programs and shall be encourage to observe all sessions.