



## **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**

### **Stetson SSO Users:**

To begin training, follow these steps:

- 1) Go to [https://learn.ue.org/stetsonuniversity/learn/lp/40/protection-of-minor-children?generated\\_by=17899&hash=b0af139bd821f3c5475feb88673625b7525f97c6](https://learn.ue.org/stetsonuniversity/learn/lp/40/protection-of-minor-children?generated_by=17899&hash=b0af139bd821f3c5475feb88673625b7525f97c6).
- 2) Log in using your Stetson username and password. This is the same email and password combination you use to access My Stetson and your email.
  - a. If you are a first-time user, you will need to accept the UE Privacy Policy before continuing into the system.
- 3) Once in the learning path, a green button that says "START LEARNING NOW" will appear on the right side of the screen, about halfway down. Click that button to start the learning path. Both courses listed above will need to be completed.
- 4) Once the courses are complete, you will receive a completion certificate. The completion certificate will be sent to you via email and will also be available for download in your account. This certificate should be forwarded to your program director as proof of completion.

### **Users outside of Stetson:**

To begin training, follow these steps:

- 1) Go to <https://learn.ue.org/learn> and create an account.
  - a. Use the Branch Code: **923-90655-nonso** when registering.
- 2) Search for "Protecting Children" at the top of the screen or through the Course Catalog accessible in the User Menu to find the two required courses.
- 3) Select one of the courses to begin.
- 4) After you have selected a course and clicked to open it, a blue button that says "ENROLL" will appear on the right side of the screen, about halfway down. Click that button to enroll in the course.
- 5) A pop up will appear confirming your enrollment is successful. On the bottom right of that pop up, click "START LEARNING" and the course will open.
- 6) Once the course is completed, repeat the steps above selecting the remaining module to complete.
- 7) Once the courses are complete, you will receive a completion certificate. The completion certificate will be sent to you via email and will also be available for download in your account. This certificate should be forwarded to your program director as proof of completion.

If you need assistance with accessing the training, please email [riskmanagment@stetson.edu](mailto:riskmanagment@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. Minors shall be checked-in at the beginning of each day of the program.
11. Unless prior arrangements have been made, Minors will only be released at the conclusion of each day or at the conclusion of the program to the individual(s) listed on the Minor's participation release. Parents and guardians may provide written permission for the release of a Minor to another adult or to release a Minor, age 13 or older, to leave a program unaccompanied. Proper identification will be required for the release of all minor children.
  - a. 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.
12. Set a designated area for parents/legal guardians to drop off their children.
13. 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.
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. Incidents should also be reported through [Camps and Conferences Specific Report It Form](#).
  - 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.



## 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. 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. Please submit copies of the completion certificates along with this form.

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 Protection of Minors Policy](#). I agree to abide by the policy at all times.

\_\_\_\_\_ I understand that as a University employee, volunteer, contractor 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 or the Protection of Minors policy requirements, I understand that it is my responsibility to seek clarification from the Office of Risk Management or the Office of Title IX.

\_\_\_\_\_ 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): \_\_\_\_\_

Submit completed forms to:

Office of Risk Management | 421 N. Woodland, Unit 8318 DeLand, FL 32723 | Email: [riskmanagement@stetson.edu](mailto:riskmanagement@stetson.edu) | Fax: 386-822-7034