

YOUTH PROTECTION TRAINING

Training Requirements for Individuals Involved with Minors: Overview for Program Directors

I. Introduction

Program Directors of Minors and Youth Programs are responsible for providing training to individuals, including Villanova University students, who are involved in their Programs. Program Directors are also responsible for collecting signed Youth Protection Training Certification forms for all individuals, and the Certificates of Achievement or Transcripts evidencing completion of the online course from the EduRisk Learning website for individuals with Direct Contact with Minors*.

Villanova requires two types of training to be completed prior to the participation in the youth program or activity. The training requirements also apply to athletic camps owned and operated by Villanova coaches.

1. Youth Protection Training Packet. A packet of training materials entitled *Working with Minors: Training for Individuals Participating in University Programs Involving Minors*. All individuals participating in the youth program must read the Youth Protection Training Packet at least every two years, and sign the Youth Protection Training Certification form to acknowledge that they have read the information and understood it. Individuals are encouraged to reach out to the University Compliance Office if they have any questions regarding the information contained in the packet.
2. Online EduRisk training. We use the Higher Education version of the free, online course Protecting Children from Sexual Misconduct: Identifying and Reporting Sexual Misconduct. The course includes modules for (1) awareness, (2) boundaries, (3) codes of conduct, and (4) reporting. It takes about 60 minutes to complete. This requirement applies to any individual participating in the youth program who will have Direct Contact with Minors and must be renewed every 60 months.¹ Volunteers who do not have Direct Contact with Minors are not required to take the EduRisk online course, but must complete the Youth Protection Training Packet (Section 1 above).

To begin the online training, follow these steps:

*For the complete definition of “Direct Contact with Minors” please refer to the Minors in Villanova University Programs Policy. In the context of employment, Direct Contact with Minors means the care, supervision, guidance or control of Minors *or* routine interaction with Minors. In the context of volunteer service, Direct Contact with Minors means *both* the care, supervision, guidance or control of Minors *and* routine interaction with Minors.

¹ Volunteers who have successfully completed the Archdiocese of Philadelphia’s training titled “Protecting God’s Children” within the prior 60 months may submit proof of their completion of this program in lieu of the EduRisk Learning program.

- Go to <https://learn.ue.org/47883187824/VillanovaProtectingChildren>
- Complete the Registration form.
- Enter your first name, last name, and email address and click Register.
- You will receive a welcome email with your username and a temporary password.
- Follow the link in the email to sign on.
- You will be prompted to:
 - Enter your temporary password
 - Create a new password
 - Create and answer a security question
- Once you are logged in, complete the course, "*Protecting Children From Sexual Misconduct: Identifying and Reporting Sexual Misconduct.*"
- 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.

The individual must provide the Youth Protection Training Certification and the Certificate of Achievement or Transcript from the EduRisk Learning website (available after completing the course) to the Program Director, who must upload them onto the Online Registration System for Minors and Youth Programs as part of the program registration. If for any reason this is not feasible, the training documentation must be submitted to the University Compliance Office.

If the Program Director is overseeing a Third-Party Program in Villanova Facilities not sponsored by Villanova, (s)he should refer to the written contract with Villanova. It requires the Program Director to certify that (s)he provided suitable training to staff and volunteers on the protection of Minors. The training must be at least as comprehensive as the training that Villanova provides to members of the University community who interact with Minors.

VILLANOVA UNIVERSITY

YOUTH PROTECTION TRAINING PACKET

II. **Working with Minors: Training for Individuals Participating in University Programs Involving Minors**

The Villanova University community takes a strong interest in how our society cares for children and the most vulnerable among us. We seek to promote the safety of children and adolescents and prevent their victimization. To further this goal, this packet contains important information that you must review if you are participating in a program or activity involving Minors that:

1. the University operates;
2. others operate in University facilities; or
3. Villanova students, faculty, or staff are involved with in the community.

You are receiving this information because you have been identified as participating in a covered program or activity. You must review the information referenced in this packet and return the attached Youth Protection Training Certification form to your Program Director. It indicates that you have read the packet and agree to comply with the requirements it describes. You may also be required to review additional materials that are relevant to your specific situation. If you have any questions regarding the information contained in this Packet, you are encouraged to contact the University Compliance Office for assistance.

Youth protection training is critical, as it communicates the values that Villanova takes seriously. Most people know very little about the dangers that confront children every day. This training raises the awareness of Program Directors, volunteers, and parents, and communicates to parents that volunteers have basic knowledge of these dangers.

This informational Packet contains the following:

1. Behavioral expectations that will help you to maintain safe and positive interactions and reduce the risk of mistaken allegations;
2. Emergency and safety protocols;
3. Rules and disciplinary measures;
4. Advice on the signs of child abuse and neglect,
5. Steps to take if you suspect that a Minor has been abused or neglected or is otherwise unsafe, including information about how to report your suspicions or ask questions, and access to [Villanova University's Child Abuse Reporting Policy](#); and
6. An acknowledgement form that you must sign to certify that you have read and understood the information and will comply with your obligations.

1. Behavioral Expectations for Individuals

Individuals participating in any Program covered by this Policy ***shall***:

- a. Be vigilant in protecting the well-being and safety of Minors with whom they interact on campus or elsewhere.
- b. Review the informational material about the signs of abuse and neglect of Minors.
- c. Watch for signs of Minor abuse or neglect and promptly report suspected instances of abuse or neglect, or violations of this Policy or law.
- d. Be aware that internet predators, also known as “groomers,” may go to social networks used by young people and pretend to be one of them. Watch for signs of:
 - spending excessive time on the internet
 - being secretive about who they are talking to online and what sites they visit
 - switching screens when you come near the computer
 - using sexual language you wouldn’t expect them to know
 - becoming emotionally volatile

Adults participating in any Program covered by this Policy ***shall not***:

- a. Be alone with a Minor. If one-on-one interaction is necessary, the interaction must take place in an area visible to others to ensure there is no opportunity for privacy.
- b. Enter a facility in use by a Minor such as a bathroom, locker room, residence hall room (if applicable), or similar area without another individual present, consistent with the policy of avoiding one-on-one contact with Minors.
- c. Have contact with a Minor outside of the Program (e.g., babysitting, home visits).
- d. Have any direct electronic and/or social media contact with Minors, unless it is related to the Program and another individual is included in the communication. This provision shall not apply to Athletic recruiting.
- e. Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
- f. Hit, physically assault, or inappropriately touch Minors; use language, make suggestions, or offer advice which is inappropriate, offensive or abusive; behave in a manner that is sexually provocative; act in ways intended to shame, humiliate, belittle or degrade Minors; or otherwise perpetrate any form of emotional abuse.
- g. Drive with a Minor in a University vehicle and/or a personal vehicle (e.g. pick up Minors from or drop off Minors at their homes or transport them to and from off campus activities). Note individuals may transport prospective student athletes in conjunction with campus visits (e.g., to and from airport, to and from University sporting events) as long as the individual is never alone with a Minor. In addition, Minors may be transported by Public Safety in University vehicles and VEMS via ambulance as needed.
- h. Provide alcohol or illegal drugs to any Minor or facilitate the Minor’s presence at an event where there is underage consumption of alcohol or use of illegal drugs. Individuals shall not provide prescription or over-the-counter medication to any Minor unless specifically authorized in writing by the parent or legal guardian as being required for the Minor’s care or the Minor’s emergency treatment. Minors’ medicines

may only be distributed by Program staff under the conditions outlined in Section 2, g. below.

- i. Make sexual materials in any form available to Minors or assist them in any way in gaining access to such materials.
- j. Engage in inappropriate conversations with Minors that are sexual in nature.
- k. Take photos or videos of a Minor with personal cell phones, cameras or similar devices in showers, locker rooms, restrooms or other areas where privacy is expected.
- l. Give gifts to Minors independent of gifts provided by the Program.

Items c. and d. do not apply to pre-enrollment visits by high school students, including prospective student athletes, hosted by University students.

2. **Emergency and Safety Protocols for Youth Programs in Villanova Facilities**

Each Program Director shall:

- a. Establish a procedure for notifying the Minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant disruptions. The Program Director shall provide written information on the notification procedure to individuals involved in the Program, parents/legal guardians of Minors, and, if age appropriate, the Minor. An [Emergency Plan template](#) is available, which should be modified to meet your Program's specific needs.
- b. Provide information to the parent or legal guardian detailing the manner in which the Minor can be contacted during the Program.
- c. For overnight Programs, provide a roster of all Minors participating in the Program to the Department of Public Safety. The roster shall include each Minor's name, gender, age, and home address; local room assignment (if any); phone number(s) of parent or legal guardian; and emergency contact information.
- d. For overnight Programs, provide the Department of Public Safety with a roster of Program staff and contact information, including information on the Program Director.
- e. For overnight Programs, distribute to all Minors (unless age-inappropriate) and staff the [Public Safety Emergency Procedures](#). Review the information with them upon arrival or as soon as practicable thereafter, but prior to their first night on campus.
- f. Design and review with staff emergency procedures for the following:
 - Dangerous weather conditions
 - Fire
 - Swimming using certified lifeguards
 - Lost camper
 - First aid/medical emergencies
- g. If the Program involves any activity taking place in a laboratory you must follow the requirements of the [Minors in the Laboratory Policy](#).
- h. Follow guidance from the Minor's personal physician for epinephrine ("epi") pens, and other health matters. Program staff may distribute medications to Minors only under the following conditions:
 - The Minor's family must provide the medicine in its original pharmacy

container labeled with the Minor's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in the manufacturer's container and labeled with the Minor's name, dosage, and timing of consumption.

- The parent or guardian must provide written authorization before Program staff may distribute any medication to a Minor.
 - Program staff shall keep the medicine in a secure location and, at the appropriate time for distribution, meet with the Minor in the presence of another individual.
 - The Program staff member shall allow the Minor to self-administer the appropriate dose as shown on the container.
 - For medicine that the Minor cannot self-administer, the parent or guardian must make arrangements with a third-party health care professional unaffiliated with the University in advance of the Minor's arrival. In no event will a University health care professional be responsible for such administration.
 - Minors may carry personal "epi" pens and inhalers during activities for self-administration.
- i. The following resources may provide general awareness and guidance in handling the most common first aid emergencies:
- American Red Cross First Aid App
 - Spot a Stroke F.A.S.T. (American Heart Association) App

3. Rules and Disciplinary Measures for Youth Programs in Villanova Facilities

Each Program Director shall develop and make available to participants the rules and disciplinary measures applicable to the Program. Program participants and staff must abide by all applicable University policies and regulations and may be removed from the Program for non-compliance. Program rules must include the following:

- a. The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.
- b. The operation of a motor vehicle by Minors is prohibited while participating in a Program.
- c. Staff and participants must park vehicles in accordance with University parking regulations.
- d. Minors may leave University property during the Program only under stated conditions.
- e. No theft or violence, including sexual abuse or harassment, will be tolerated.
- f. Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyber bullying, is prohibited.
- g. No use of tobacco products will be tolerated. The University prohibits smoking in all University buildings, including the use of e-cigarettes.
- h. Misuse or damage of University property is prohibited. Charges will be assessed against those responsible for damaging or misusing University property.
- i. If applicable, the Program must adopt and implement rules and regulations for proper

supervision of Minors in University housing. The following must be included:

- A curfew time which is age-appropriate for the Minors, but in no case shall curfew be later than midnight.
 - In-room visitation to be restricted to participants of the same gender.
 - Guests of participants (other than a parent/legal guardian and other Program participants) may visit only in the building lobby and/or floor lounges, and only during approved hours specified by the Program.
 - The Program must comply with all security measures and procedures specified by the Office of Residence Life and the Department of Public Safety.
 - Pre-enrollment visitation Programs for high school students housed overnight in residence halls must be registered with the Office of Residence Life.
- j. Program Directors, including the Office of Conference Services, may have additional Rules and Disciplinary Measures applicable to Programs for Minors at their option.

4. Signs of Child Abuse and Neglect

Lack of knowledge that child abuse exists and not knowing what to look for puts our youth at a disadvantage. Children may face some type of abuse at home—physical abuse, neglect, sexual abuse. They may get bullied in school, or exposed to predators or illicit materials while online. It is possible that the threat may come from neighbors or other parents and youth.

NEGLECT occurs when parents or caretakers do not provide proper supervision, control, subsistence, or education as required by law, or other care necessary for healthy development. By itself, lack of financial means to provide for a child is not neglect.

<p>Physical signs may include:</p> <ul style="list-style-type: none">• Poor hygiene.• Inappropriate or ill-fitting clothing.• Being left alone or with people unable to provide proper supervision.• Obvious lack of necessary medical treatment.

<p>Behavioral signs may include:</p> <ul style="list-style-type: none">• Chronic hunger or sleepiness.• Delayed language development.• Clinging behavior or development of indiscriminate attachments.• Frequent complaints of feeling unwell.• Frequent tardiness or absence from school.

PHYSICAL ABUSE is non-accidental injury of a child by a parent or caretaker.

<p>Physical signs may include:</p> <ul style="list-style-type: none">• Bruises, welts or swelling.• Sprains or broken bones.• Burns.• Lacerations or abrasions.• Bite marks.• Unexplained or repeated injuries.

<p>Behavioral signs may include:</p> <ul style="list-style-type: none">• Attempts to hide injuries.• Difficulty sitting or walking.• Wariness of physical contact with adults.• Reluctance to go home.• Depression or self-mutilation.• Fear of parent(s) or caregiver(s).
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Physical signs may include:

- Difficulty walking or sitting.
- Torn, stained, or bloody clothing.
- Genital pain or itching.
- Sexually transmitted diseases.
- Pregnancy.

Behavioral signs may include:

- Precocious sexual knowledge or behavior.
- Extremely hostile and aggressive, or fearful or withdrawn.
- Self-mutilation.
- Substance abuse.
- Running away.

Additional Guidance for Working with Minors

<http://www.stopitnow.org/help-guidance/online-help-center/adults-behaviors-with-children-and-youth>

Stop It Now! prevents the sexual abuse of children by mobilizing adults, families and communities to take actions that protect children before they are harmed.

<https://www.internetmatters.org/issues/online-grooming/>

Internetmatters.org is a not-for-profit organization that provides guidance to help keep children safe in the digital world.

<https://www.ncjrs.gov/pdffiles/167248.pdf> : Guidelines for the Screening of Persons Working With Children, the Elderly, and Individuals With Disabilities

U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention

<https://internetsafety101.org/grooming>

Internet Safety 101SM is a multi-media Internet safety resource designed to educate, equip and empower parents, educators and other adults with the knowledge and resources needed to protect children from Internet dangers including pornography, predators, cyberbullies and threats related to online gaming, social networking and mobile devices.

5. How to Report Concerns and Suspicions

During your contact with Minors, you may notice signs of possible abuse or neglect. A Minor may tell you something suggesting that he or she has been abused. You may witness someone engaging in behavior listed above under the **Don'ts**.

You should take action and make a report if you reasonably suspect a Minor may have been abused or neglected. You do not need definite proof. Resolve any doubts about reporting in favor of making a report.

Under Pennsylvania law, the following members of the Villanova community have a duty to report suspected child abuse:

- *Villanova employees* – All full, part-time and temporary faculty and staff who come into

- direct contact with a child as part of their employment with Villanova.
- *Villanova students and volunteers – Those members of the community who accept responsibility for a child as an integral part of a program, activity or service sponsored by Villanova. This includes all Villanova students and volunteers, whether paid or unpaid, participating in service programs, athletic or other camp programs, outreach and enrichment programs, or other programs associated with Villanova that involve contact with children.*
 - *Clergy - Priests and other spiritual leaders of a regularly established church or other religious organization.*
 - *Independent contractors – Those individuals who provide services to the University relating to the care, supervision, guidance or control of a child and who have direct contact with a child in such role.*

To make a report, take the following steps:

First, immediately report the information to the Department of Human Services (“DHS”). As a mandated reporter you have the option of either reporting the information electronically at <https://www.compass.state.pa.us/cwis/public/home> or calling ChildLine toll-free at (800) 932-0313. When making a report electronically, print a copy of the completed report to submit to the institution as directed in the second step below. If an oral report is made to ChildLine, a written report must also be completed via the attached [CY47 Report of Suspected Child Abuse form](#) and sent to the county children and youth agency within 48 hours (for a directory of county and youth agencies in Pennsylvania please refer to <http://www.dhs.pa.gov/citizens/findfacilsandlocs/countychildrenandyouthdirectory/>). If a report is made electronically, a follow up written report is not required. For your report, you are not expected to investigate or gather any information you do not already know. The role of investigation lies with DHS and/or law enforcement.

Second, immediately after your first notification to DHS, you must report the suspected child abuse to Villanova’s Director of Public Safety and Chief of Police. Contact Information: Phone – (610) 519-6982; email – david.tedjeske@villanova.edu. If for some reason you are unable or prefer not to contact the Director of Public Safety and Chief of Police, contact the Executive Vice President. Contact information: (610) 519-4532; email – ken.valosky@villanova.edu. The President of the University has designated these officials to receive these reports on behalf of the institution. The designated official will then have the obligation to facilitate the cooperation of the institution with the investigation of the report and maintain records of all reports made. You must also send a copy of the reporting form you submit to DHS to the Director of Public Safety and Chief of Police or the Executive Vice President. The reporting form will either be a copy of the electronic submission, which is available on your Child Welfare Portal account, or a copy of the CY47 form.

Third, if you are a University employee and also a certified medical professional or other licensed or certified professional with additional reporting obligations, you must comply with any concurrent obligation to directly report injuries caused by suspected child abuse to the local or state police.

Fourth, after you have finished making these reports, you are encouraged, but not required, to report the information to your immediate supervisor. For Athletics Staff, you are also encouraged to report the information to the Director of Athletics.

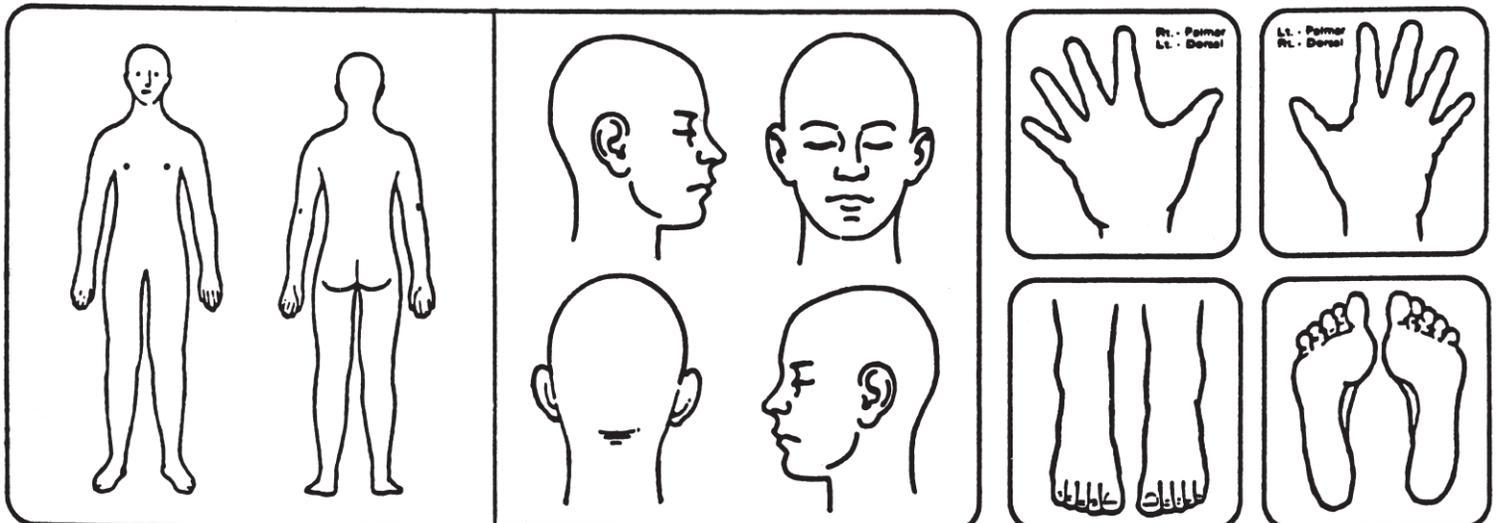
¹Excluding confidential reports to a member of the clergy who has received the information in a manner protected by PA law.

REPORT OF SUSPECTED CHILD ABUSE

(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (State, City, State & ZIP Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS				
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)				
NAME (Last, First, Initial)	RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD	
A.		D.		
B.		E.		
C.		F.		
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED			COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			DATE OF INCIDENT	



7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:

- NOTIFICATION OF CORONER OR MEDICAL EXAMINER
 X-RAYS
 PHOTOGRAPHS
 HOSPITALIZATION
 POLICE NOTIFIED
 MEDICAL TEST(S)
 TAKEN INTO PROTECTIVE CUSTODY
 OTHER (Specify)

8. SAFETY CONCERNS AND RISK FACTORS:

A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS, SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS. INFORMATION UNKNOWN

B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD? INFORMATION UNKNOWN

C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN). INFORMATION UNKNOWN

D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED? INFORMATION UNKNOWN

E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY. INFORMATION UNKNOWN

INSTRUCTIONS TO MANDATED PERSONS:

A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.

NOTE:

If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.

REPORTING SOURCE:			
PRINTED NAME AND SIGNATURE:			DATE OF REPORT:
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS:

6. YOUTH PROTECTION TRAINING CERTIFICATION

I hereby certify that I have read and understand the foregoing *Working with Minors: Training for Individuals Participating in University Programs Involving Minors*. I have had an opportunity to raise any questions I have about this information with the Program Director, and have done so if necessary. I know that if I have any questions, I can contact the University Compliance Office for assistance.

I agree to comply with all of the guidelines in *Working with Minors: Training for Individuals Participating in University Programs Involving Minors* and also with the University's Child Abuse Reporting Policy.

I certify that I have never been convicted of a crime related to the abuse or neglect of Minors or entered a guilty plea or other plea associated with a crime related to the abuse or neglect of Minors.

I also certify that no one has ever alleged that I have abused or neglected a child.

Signature

Date

Printed Name

Program/Activity in which you are participating:

Program Director: _____

Date(s) of Program/Activity: _____