

# Youth Safety and Reporting Child Abuse

## *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.



**PURDUE UNIVERSITY**

**PURDUE** Extension  
HOOSIERS

Welcome to the "Youth Safety and Reporting Child Abuse" training! We appreciate the time you are taking to learn more about the importance of providing young people in your program with a safe environment. As representatives of Purdue University, both paid staff and volunteers, we all have the responsibility to ensure the well-being of the youth in our programs.

Please review the 2 short videos below and there will be a quiz following the videos.

**Youth Safety & Reporting Child Abuse**  
Operating Procedures for Programs Involving Minors  
April 2015

**Reporting Child Abuse**  
It shouldn't hurt to be.

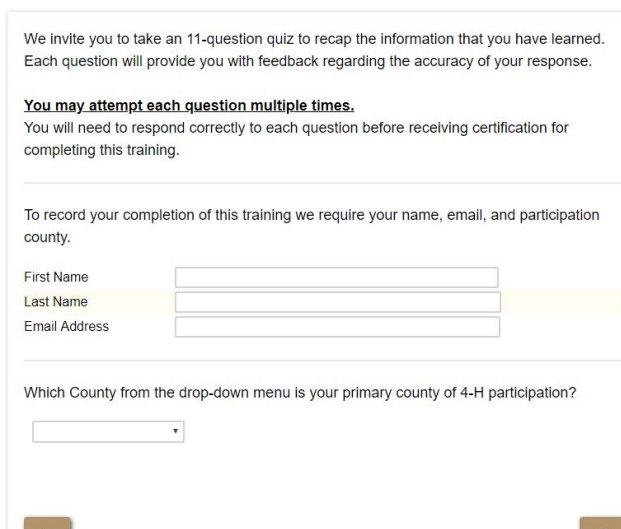
Presentation Website links:  
<http://www.in.gov/legislative/iocode/title31/ar33/>  
<http://www.in.gov/legislative/iocode/title31/ar33/ch05.html>  
<http://www.purdue.edu/police-services/its1.html>  
<http://www.purdue.edu/offline>  
<http://www.in.gov/dca/2377.htm>  
<http://www.ecan.org/education-outreach/indiana.html>

To complete this training, click the Arrow Button to the right of the screen to proceed to the Youth Safety & Reporting Child Abuse Certification Quiz.

1. Go to [http://puext.in/VolTrain19\\_20](http://puext.in/VolTrain19_20)

2. Watch the 2 videos

3. Click the arrow button at the bottom of the screen to go to the quiz.



**PURDUE UNIVERSITY**

We invite you to take an 11-question quiz to recap the information that you have learned. Each question will provide you with feedback regarding the accuracy of your response.

**You may attempt each question multiple times.**  
You will need to respond correctly to each question before receiving certification for completing this training.

To record your completion of this training we require your name, email, and participation county.

First Name

Last Name

Email Address

Which County from the drop-down menu is your primary county of 4-H participation?

4. Enter the requested information:

First name

Last name

Email address

5. Select DeKalb County from the dropdown menu

6. Click the "next" arrow to move on to the quiz questions



We invite you to take an 11-question quiz to recap the information that you have learned. Each question will provide you with feedback regarding the accuracy of your response.

**You may attempt each question multiple times.**

You will need to respond correctly to each question before receiving certification for completing this training.

Q1. Who is required by Indiana Law and Purdue Policy to report suspected child abuse and/or neglect?

- Any child that witnesses the abuse or neglect.
- Anybody over 18 who has reason to believe a child has been a victim of abuse or neglect.
- The abused/neglected child.
- No one. It's best to stay out of it.



7. Select the radial button of the option that best answers the question

8. Select the "next" arrow



Extension  
INDIANA 4-H

Congratulations on passing this certification course for Youth Safety and Reporting Child Abuse. We thank you for your participation and your continued support of minors in our program.

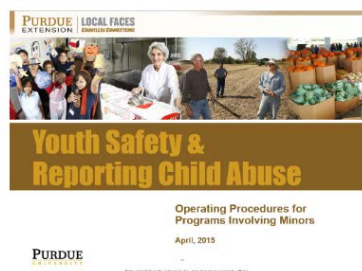
Please sign below and print this page for your records.

To exit the training, click on the  arrow button in the bottom right hand corner.

×

SIGN HERE

clear



Once you have correctly answered all 11 questions, you will arrive at this screen.

9. Use your mouse to draw your signature by clicking and dragging the cursor in the signature box.

10. Click the "next" arrow to get the "thank you message"



Thank you for completing this training. Your responses have been recorded. You may now exit this screen.

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

This option is available for those who request it.

- 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.