

**FAQ Working with Minors**

**Our student group will be working with minors. What do we need to do?**

* 1. Students who are working with minors, whether In-Person or virtually, need to complete training, documentation, and follow the steps below.

Training & Criminal Screening Request

To access the Mylearning training, do the following:

* Login to [my.jh.edu](https://my.jh.edu/myJH/)
* Select “Education” on the left-hand navigation bar, select Mylearning
* Search for “Training on the Safety of Children in University Programs”
* After completing the training, save the certificate
* To submit the completion certificate (**current academic year**), [complete the survey on Hopkins Engage and upload your certificate of completion.](https://jhu.givepulse.com/survey/take/ryaU2enaIyixc7GgrVvQ)
* The CSC will review and provide the next steps for completing a background check or fingerprinting request. If you have any questions, don’t hesitate to get in touch with volunteer@jhu.edu.
* Once the criminal screen is complete, the survey status in Hopkins Engage will be updated “Completed.”
	+ CSC staff and student leaders will see the AY## work w/minors tags in Hopkins Engage under user management.

**My community partner requires criminal screening, what do I do?**

* 1. If you are not working minors but require a criminal screening per community partner request, do the following:

[Complete the survey on Hopkins Engage.](https://jhu.givepulse.com/survey/take/ryaU2enaIyixc7GgrVvQ)

* Before completing the survey, you will need to know the following:
	+ Name of CSC Program or Student Organization
	+ Name of your Community Partner
* The CSC will review and provide the next steps for completing a background check or fingerprinting request. If you have any questions, don’t hesitate to get in touch with volunteer@jhu.edu.
* Once the criminal screen is complete, the survey status will be updated “Completed.”
	+ CSC staff and student leaders will see the AY## work w/minors tags in Hopkins Engage under user management.

**As a student leader, how can I verify which of my members have completed their Child Safety training and/or background checks/fingerprinting?**

* 1. Student leaders identified in [Hopkins Engage CSC Student Organizations](https://jhu.givepulse.com/group/subgroups/388224) have administrative access to view their members’ tags and see their status. If you have questions about this process, contact your ARC Commissioner or [attend Hopkins Engage Open Office Hours](https://givepul.se/eqe6g5) on Tuesdays (1-2pm EST). An explanation of Hopkins Engage tags are below.
		1. AY## Background Check: The “AY## Background” is a tag used in Hopkins Engage for the CSC Program and Student Organization participants/members. This tag indicates that the student has completed requirements per the JHU Policy and necessary criminal screening completed by a community partner and cleared to work at a clinical site during the AY##.
		2. AY## Work w/Minors (Fingerprinting): The “AY## Work w/Minors (Fingerprinting)” is a tag used in Hopkins Engage for the Center for Social Concern Program and Student Organization participants/members. This tag indicates that the student has completed requirements per the JHU Policy and necessary criminal screening completed by the CSC and can work with minors during the AY##.
		3. AY## Work w/Minors (Background Check): The “AY## Work w/Minors (Background Check)” is a tag used in Hopkins Engage for the Center for Social Concern Program and Student Organization participants/members. This tag indicates that the student has completed requirements per the JHU Policy and necessary criminal screening completed by the CSC and can work with minors during the AY##.

**As a student leader, how can I verify which of my members have completed their Child Safety training and/or background checks/fingerprinting?**

* 1. Child Safety Training:No, you only need to complete your training and background checks/fingerprinting one time per year.
	2. Hopkins Engage: Yes, you should [complete the survey on Hopkins Engage](https://jhu.givepulse.com/survey/take/ryaU2enaIyixc7GgrVvQ) for every organization you are working with minors and upload your Child Safety Training certificate of completion.

**What is JHU’s Policy on suspected abuse or neglect of a child?**

* 1. Those students who are working with children under 18 years of age are required to complete JHU’s online child safety training prior to service. The training discusses your responsibilities of working with children. It will also provide best practices when working with children, describe the different types of child abuse, and JHU’s process of reporting suspected abuse or neglect of a child. This training is completed in Path Training. See FAQ above for additional information to access the training.

#### **Reporting Process**

If you need to report suspected abuse or neglect of a child, you need to report it internally to the Office of the General Counsel and externally to Baltimore Child Protective Services within 48 hours of the incident. The Center for Social Concern can assist you with this process. For your reference, both offices contact information is listed below.