
TRAINING MANAGEMENT
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1. TRAINING PROCEDURE FOR CHILD PROTECTION

1.1 Policy. Every Bureau employee shall be required to report suspected incidents of child abuse and neglect. Similarly, certain offices within the Bureau must implement procedures to effectively respond or to prevent the occurrence of child abuse and neglect. To do so, employees should be properly trained.

1.2 Purpose. The purpose of this manual section is to ensure that specific kinds of training are provided to personnel bureauwide.

1.3 Trainees. Personnel from the following national programs are especially affected by BIAM child protection procedures due to their programmatic relationship to child protection: Office of Indian Education (OIEP), Law Enforcement Services (LES), Personnel Services and Social Services. Section 1.3A through Section 1.3C prescribes which program employees from central office, area offices and agencies shall be trained.

A. Central Office Trainees. The following personnel shall receive training in the specified subject matters:

(1) All staff: requirement to report suspected incidents of child abuse and neglect, and identification of abused or neglected children.

(2) All supervisors, LES and Social Services staff: Special Emergency Response Team (SERT) availability and use, central registry, domestic violence, child protection teams and juvenile services.

(3) All supervisors, LES Security Office and Personnel Services staff: background checks and adverse actions.

(4) LES, including hotline operators: hotline procedures.

B. Area Office Trainees. The following personnel shall receive training in the specified subject matters:

(1) All staff: requirement to report suspected incidents of child abuse and neglect, and identification of abused or neglected children.

(2) All supervisors, LES and Social Services staffs: SERT availability and use, central registry, domestic violence, child protection teams and juvenile services.

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(3) All supervisors, Personnel Services, OIEP, IES Security Office: adverse actions and background checks.

(4) All IES staff: hotline procedures.

C. Agency Office Trainees. The following personnel shall receive training in the specified subject matters:

(1) All staff: requirement to report suspected incidents of child abuse and neglect, and identification of abused or neglected children.

(2) All supervisors, IES and Social Services staffs: SERT availability and use, central registry, domestic violence, child protection teams and juvenile services.

(3) Personnel staff, all agency and OIEP supervisors: background checks and adverse actions.

1.4 Scheduling of Training.

A. Initial and Refresher Training. Training shall be provided on all of the above-mentioned subjects for all named employee groups in Fiscal Year (FY) 1991 and every two fiscal years thereafter.

B. New Employee Training. Every new employee in the specified programs and in management positions shall be provided with the same degree of training as employees who received training in FY 1991 within the first month of employment or promotion.

1.5 Training Sites. Training shall be provided to the employee groups at their duty station to the extent practicable.

1.6 Training Methodologies.

A. Responsibility of Child Protection Coordinator. It is the responsibility of the child protection coordinator (coordinator) to work with the managers of the named national programs to assure that the training curriculum and schedule is implemented.

B. Video-Based Training. Given the large number of employees affected by these BIAM provisions and due to their location over wide geographic areas, video-based training is the preferred method of training in order to minimize disruption of routine duties and to avoid travel costs. Accordingly, the coordinator shall arrange for the production and dissemination of video-based training, in close consultation with the managers of the named national programs and the Branch of Employee Development (Training).

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C. Production and Updating. Production should commence by October 31, 1990. Updating of productions should occur every ten (10) years or as often as changes in Federal law or other circumstances warrant.

D. Designation of Area Representatives. To assure effective use of video-based training, area directors shall designate one area office level representative each from Law Enforcement Services and Social Services.

E. Training for Area Representatives. Area representatives shall be briefed on the content of training tapes and provided with suggestions on how to conduct question and answer periods with employees.

F. Area Representative Duties. It is recommended that Area representatives attend Agency training sessions in order to respond to questions from the trainees. However, because area representatives cannot be present at all agencies during agency training, agency superintendents shall advise the designated area representative of the dates of video training. Upon this notice, the area representative shall arrange for either:

(1) Being available for questions by telephone on the day of the of agency training; or

(2) Being prepared to receive and respond to written questions from the trainees. Any written questions received shall be filed with the certification roster (discussed in section 1.8, Monitoring below).

1.7 Costs.

A. Primary Costs. Costs for video-based training productions, including costs of replication for dissemination, shall be met primarily from appropriate program resources.

B. Dissemination Costs. Costs for dissemination shall be met by the affected national programs.

C. Contributions to Production Costs. Contributions to production costs may be made from affected national programs if available resources permit. Contributions need not be prorated among the affected national programs.

1.8 Monitoring.

A. Supervised Viewing. Viewing of video training tapes after business hours shall not be credited as valid training. Rather, all

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training materials are to be viewed under the direct or delegated supervision of the servicing personnel office.

B. Roster Signing and Filing. Specified program employees shall be required to sign a roster after completion of training, certifying that they have received training. The original copy of that roster shall be retained on file by the servicing personnel officer. New employees, including new supervisors, shall be added to the roster as they enter service and complete training.

C. Annual Certification. Each servicing personnel officer shall submit an annual report to the Assistant Secretary - Indian Affairs by the end of each fiscal year, certifying that the required training was completed for specified program employees named in the roster.