



MANDATORY SUBJECTS OF TRAINING KEENAN SAFE SCHOOLS ONLINE COURSES

Welcome to the Back-to-School Orientation. As we start the school year, it is important that we are reminded of our **mandated trainings by the State to be reviewed annually:**

CHILD ABUSE REPORTING (Penal Code Sections 11166, 11167 and 11165.7)

All employees of schools are mandated reporters which means they are obligated to report all known or suspected incidents of child abuse or neglect. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be found guilty of a misdemeanor punishable by a fine and/or imprisonment. "Child Abuse or Neglect" is any act which impairs a child's physical or emotional health and development. It includes the sexual assault of a child, willful cruelty, unjustifiable punishment or corporal punishment resulting in trauma, medical neglect, the infliction of mental suffering and neglect. **Annual Child Abuse/Mandated Reporting training is required for school district/county office employees prior to providing services and annually thereafter at the start of each school year under the Child Abuse and Neglect Reporting Law (CANRA), Penal Code (PC sections 11164-11174.3).**

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. An initial report by telephone shall be made immediately or as soon as practicable after knowing or observing suspected child abuse or neglect to Child Protective Services. Within 36 hours, a written follow-up report must be submitted to Child Protective Services. Forms are available from your school site administrator who shall provide you with any assistance necessary to ensure that reporting procedures are carried out in accordance with law.

BLOODBORNE PATHOGENS

Employees who are exposed to blood or other potentially infectious materials during the performance of their duties, or who regularly respond to accidents where they come into contact with bodily fluids, must complete a comprehensive training program. All employees are offered the hepatitis B vaccine free of charge and highly encouraged to participate in the vaccination program. Contact Human Resources if you would like to receive the hepatitis B vaccine.

WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

SB 553 requires an employer to establish, implement and maintain, at all times in all work areas, an effective written workplace violence prevention plan as a separate document or as a stand-alone section of the employer's Injury and Illness Prevention Plan and utilize existing protocols and procedures. Provide training and maintain workplace records of incidents.

SEXUAL HARASSMENT (NON-MANAGEMENT)

Sexual harassment of any type is forbidden by law including: any unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting. There are two types of sexual harassment. (1) Quid pro quo, “this for that”, occurs when submission to or rejection of such sexual harassment type conduct is used as a basis for making employment decisions. (2) Hostile environment sexual harassment involves unwelcome sexual conduct that interferes with work or creates an intimidating, hostile or offensive work environment. You may contact your immediate supervisor or Human Resources if you believe you have been sexually harassed. You may also contact the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing or the local police or sheriff's department. As an employee, you are encouraged to review your own behavior and comments to assure that your conduct cannot be considered harassing. Our policy on sexual harassment is available on the YCOE website and courses are assigned once every two years thereafter.

SEXUAL HARASSMENT AWARENESS & PREVENTION TRAINING (MANAGEMENT)

In addition to the above training, SB 1343 requires all management employees to complete at least a one hour of Sexual Harassment Awareness and Prevention training once every two years thereafter.

HEALTHY SCHOOLS ACT (INTEGRATED PEST MANAGEMENT)

The Healthy Schools Act requires annual training and the safe use of pesticides around children for school district/county office staff and child care center staff using pesticides on a school campus or child care center. The training requirement applies to use on a school campus or a child care center of any product labeled by the U.S. Environmental Protection Agency (EPA) as a “pesticide.” This includes many products such as disinfectants (disinfecting wipes) and sanitizers in addition to what most people think of when they hear the word “pesticide”: insecticides, rodenticides, and weed-killers (herbicides).