

IRVINE UNIFIED SCHOOL DISTRICT
Risk Management & Insurance

MEMORANDUM

Date: July 22, 2019

To: All Traditional-Year Principals, Assistant Principals, TOSAs, and Department Heads

From: Stephen B. Bayne, Ed.D., Director, Risk Management & Insurance

Subject: 2019-20 Mandatory Training - AB 1432 (Mandated Reporter) and Illness and Injury Prevention.

Annually, all staff (except as noted below) must take Mandated Reporter training within the first six (6) weeks of each school year. You are responsible to make sure that all staff comply. You may designate an administrator to coordinate this process.

Additionally all new employees must take Mandated Reporter training within the first six (6) weeks of employment in order to comply with California Assembly Bill AB 1432 relating to the prevention and reporting of child abuse. New employees do this as part of the hiring process, but most show verification to the site coordinator in the form of a printed completion certificate.

To meet the annual requirement for all employees, Irvine Unified School District employees are required to take this training in an online module. The module takes about thirty-eight (38) minutes. The training will be initiated and managed at the sites/work locations at the beginning of each school year. Employees should be given the necessary time during their work schedule to complete this required training.

You should also ensure compliance with the mandatory Injury & Illness Prevention Program (policy) review at the same time as the Mandated Reporter Training. The total training time is about one hour and should be done at a staff meeting.

**** Please pass the remaining information to your site coordinator****

Your principal or supervisor designated you as the coordinator of this required online training at your site. As coordinator, you should immediately email Laura Horning at RiskManagement@iusd.org to let her know you are the point of contact for your site. Then, communicate with employees at your site about the required training, and implement procedures and processes to secure 100% participation and completion by **October 3, 2019**.

All certificated and classified employees, full-time and part-time, assigned to your site/work location should be included in the communication to staff to complete this training. For school sites, please include custodial staff and food service workers. Do not include substitute employees unless they are long-term substitute employees assigned to your site/work location.

I have attached a flyer with directions how coordinators may provide access to the online module for employees.

PROOF OF COMPLETION

Once an employee completes the online training, the employee should be directed to print out the certificate at the end of the program. The coordinator should collect a copy of the training certificate as record of completion.

Employees new to IUSD for the 2019/20 school year have completed the training as part of the hiring process. They were directed to give you a copy of their training certificate.

It is strongly suggested that you dedicate time at a staff meeting to complete the training. Employees can always do the training on their own time and then be released early from the staff meeting.

If the school or department decides to conduct a group training using the online module, then the coordinator should place their signature on the sign-in sheet where it lists all of the employees who participated in the group training. The sign-in sheet will replace individual certificates of completion. If an employee did not participate in the group training, the employee should still individually complete the online training and submit their certificate to the coordinator.

After all employees have taken the required training, the coordinator should submit the following documents to Risk Management & Insurance **(due by October 17, 2019)**:

- A printed coversheet listing all certificated and classified employees (full-time and part-time) at your site/work location
- A copy of each employee's certificate of completion and/or group training sign-in sheet

PLEASE NOTE

Human Resources will ensure new employees hired outside of this period (August 22 through October 3) complete the required Mandated Reporter training.

C: All Traditional-Year Principals, Assistant Principals, TOSAs, Department Heads



AB 1432 – ANNUAL TRAINING REQUIREMENT FOR MANDATED REPORTERS

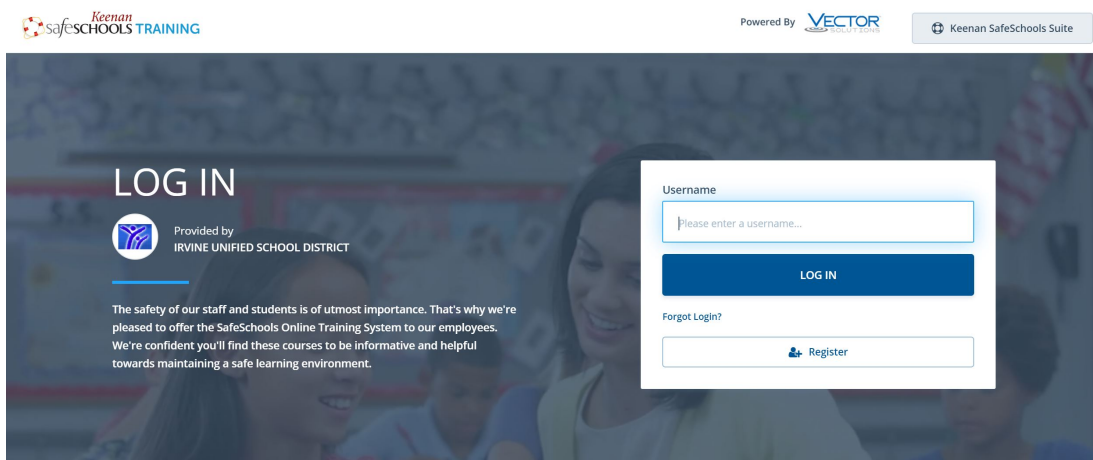
Effective January 1, 2015, Assembly Bill 1432 requires all school district employees to receive mandated reporter training within the first six weeks of each school year. The statute allows the process to include completion of individual training online or submit a sign-in sheet for online group trainings.

Keenan SafeSchools Training Program

- To comply with the AB 1432 requirement, the MANDATED REPORTER: Child Abuse & Neglect Program, an online training program, must be completed by all school employees.
- Follow the instructions below to complete the training.

Website: <http://iusd.keenan.safeschools.com>

Keenan SafeSchools Training (Login) Screen



INSTRUCTIONS

- Username is the employee's IUSD email address.
- Once the employee enters their username, click **LOG IN**.
- The system will verify the employee's identity on the next page.
- If it is correct, click the **LOG ME IN!** button.
- Locate the **MANDATED REPORTER** training icon. Click the program icon.
- Turn audio on and follow the instructions.
- The employee must complete each section of the course and pass the quiz in order to receive full credit. Employee must print out the certificate at the end of the program.