

FREQUENTLY ASKED QUESTIONS (FAQ'S)

Guidelines

Q. Why and when were the *IEEE Guidelines for Working with Children* developed?

A. All IEEE staff and volunteers who interact with children have a duty of care and must safeguard and promote the safety and welfare of children. The Guidelines provide advice on appropriate and safe behaviors for all IEEE staff and volunteers when working with children. The [IEEE Guidelines for Working with Children](#) were approved and incorporated into [IEEE Policies](#) in November 2017. The Guidelines are referenced within the IEEE Civility Policy.

Q. Who do I contact if I have questions about the *IEEE Guidelines for Working with Children* and/or the accompanying procedures?

A. Please contact the IEEE Office of Risk and Insurance Management Services at orims@ieee.org with any questions.

Q. What should I do if either a child or parent reports an incident involving potential abuse?

A. All IEEE staff and volunteers are individually responsible to promptly bring matters of concern to the attention of a senior member of IEEE staff and relevant external agencies.

Registration

Q. How do I register an activity or program that involves working with children?

A. Each activity or program involving children must identify a Program Primary Contact who will be responsible for that program's compliance with the *IEEE Guidelines for Working With Children* and accompanying procedures. The Program Primary Contact must provide requested information regarding the program by completing a registration form. To register a program, please complete the [Registration Form](#).

Q. Why do I need to register an IEEE program that involves working with children?

A. The registration of the various sponsored programs that involve working with children enables IEEE to maintain a centralized database for these activities, and to monitor compliance with the Guidelines and IEEE Policies.

Q. How far in advance do I need to register an IEEE program that includes children?

A. Programs involving children should be registered a minimum of 60 days prior to the start date of the activity with children.

Q. How do I know if my particular situation or program is considered "an activity or program that involves working with children" that requires registration?

A. The *Procedures For Working with Children* do not apply to IEEE sponsored events that are open to the general public where children are under the supervision of their parent(s)/guardian(s) or other authorized adults (e.g. school teacher) or events that are not specifically designed for children. If the IEEE sponsored activity or program is specifically designed to involve participation by children, please review the [IEEE Guidelines For Working with Children](#) and follow the accompanying procedures.

Q. What if I miss the 60 day registration deadline?

A. Please contact the IEEE Office of Risk and Insurance Management Services at orims@ieee.org.

Q. Do I need to register an event if it has already occurred before the new Guidelines and procedures were implemented?

A. No. The policy and accompanying procedures do not apply retroactively. However, please note that recurring programs must be registered annually.

Training

Q. What training am I required to complete in order to comply with the *IEEE Guidelines for Working with Children*?

A. The on-line training program is delivered by IEEE's partner, Praesidium. Individuals will receive instructions for completing the required on-line training and background screening procedures once the activity or program involving children is registered with IEEE Office of Risk and Insurance Management Services.

Q. Who do I contact if I experience difficulties in accessing the on-line training program?

A. Praesidium Support is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Central Daylight Time. You may call Praesidium Support at (817) 801-7773 or email support@praesidiuminc.com.

Q. How long does the on-line training take to complete?

A. The on-line training takes approximately 1 hour to complete.

Q. Once the on-line training has been completed, will I receive a certificate of completion?

A. Yes, you will be able to print your own certificate of completion for the on-line training.

Q. Are all staff and volunteers participating in the activity or program required to complete the on-line training?

A. All staff and volunteers who participate in activities or programs designed for children and are expected to interact with children are required to complete the on-line training.

Q. What happens if I choose not to complete the required on-line training and background screening?

A. Any IEEE staff member or volunteer who refuses to complete the training and/or does not consent to the background screening procedure, as per the *IEEE Guidelines for Working With Children*, will be deemed to be in violation of IEEE Policies, and unable to participate in their respective IEEE sponsored activity. If you plan to participate in activities or programs that involve working with children, please carefully review [The IEEE Guidelines For Working with Children](#) and [IEEE Policies](#). The Guidelines are referenced within the IEEE Civility Policy.

Q. Is there a cost associated with completing the on-line training and background screening?

A. The costs associated with the training and background screening are currently being paid by IEEE. There is no charge to the individual or sponsoring IEEE organizational unit.

Q. Do guests or non-IEEE volunteers need to follow the on-line training and background screening procedures?

A. No. However, guests and non-IEEE volunteers should not engage in direct unsupervised contact with children as part of participation in an IEEE activity or program that involves working with children.

Background Screening

Q. How do I know if I am required to undergo a background screening?

A. Background screenings are required for any staff or volunteer who may have direct unsupervised contact with children as part of participation in an IEEE activity that involves working with children. Direct unsupervised contact with children is defined as responsibility to exercise direct supervision, guidance, or control of a child under the age of 18 years without a parent or legal guardian present.

Q. What does the background screening entail?

A. The background screening consists of: a social security number trace, address locator for 7 years, search of federal, state, county databases for criminal history for the past 7 years, and Sex Offender Registry check.

Q. Who reviews the results of the background screening?

A. The results of the background screening will be reviewed by the IEEE Office of Risk and Insurance Management Services. IEEE's Legal and Compliance Department may also be consulted.

Q. What happens if a background screen reveals adverse information or unfavorable results?

A. If a background screen reveals unfavorable results, the individual will be contacted by IEEE and provided with certain information as required by local law.

Q. How often am I required to complete the training and obtain a background screening?

A. The training and background screening must be completed every three (3) years in order for an individual to continue to participate in IEEE activities which include children.

Q. What if I don't recall the date I last completed the on-line training and background screening?

A. Please contact the IEEE Office of Risk and Insurance Management Services at orims@ieee.org.

Q. Will IEEE accept background screenings that have already been conducted by a third party?

A. No, only background screenings conducted by IEEE's approved vendor, Praesidium, are acceptable. Due to privacy laws, IEEE should not obtain, review, or otherwise rely on background screening information conducted by other organizations.

Q. Can I obtain a copy of my background screening results?

A. Yes. Certain laws require that individuals be able to receive a copy of their background screening results if they choose to do so. This option is available when completing the on-line background screening consent form.

Q. How will the personal information I submit during the background screening process be retained, and who will have access to it?

A. IEEE's approved background screening service provider, a consumer reporting agency, will retain your personal information for a period of six years. While the background screening results may be shared with IEEE, IEEE will not retain a copy.