

OFFICE OF REFUGEE RESETTLEMENT

An Office for the Administration of Children and Families

Children Entering the United States Unaccompanied: Section 4

4.3.6 Staff Training

Care provider facilities must provide training to all staff, contractors, and volunteers. Training ensures that employees understand their obligations under ORR policies. Care provider facilities must tailor trainings to the unique needs, attributes, and gender of the unaccompanied alien children in care at the individual care provider facility. For example, an employee must receive additional training if reassigned from a care provider facility that houses only male unaccompanied alien children to a care provider facility that houses only females. Care provider facilities must document the completion of all trainings in personnel files.

Care provider facilities must review and revise their training and development plan annually based on their training needs.

What Trainings Are Employees Required to Complete?

All employees who may have contact with unaccompanied alien children must complete trainings on the following:

- ORR and the care provider facility's zero tolerance policies for all forms of sexual abuse, sexual harassment, and inappropriate sexual behavior;
- The right of unaccompanied alien children and staff to be free from sexual abuse, sexual harassment, and inappropriate sexual behavior;
- Definitions and examples of prohibited and illegal sexual behavior;
- Recognition of situations where sexual abuse, sexual harassment, and inappropriate sexual behavior may occur;
- Recognition of physical, behavioral, and emotional signs of sexual abuse and methods of preventing and responding to such occurrences;
- How to avoid inappropriate relationships with unaccompanied alien children;
- How to communicate effectively and professionally with unaccompanied alien children, including unaccompanied alien children who are lesbian, gay, bisexual, transgender, questioning, or intersex;
- Procedures for reporting knowledge or suspicion of sexual abuse, sexual harassment, or inappropriate behavior as well as how to comply with relevant laws related to mandatory reporting;
- The requirement to limit reporting of sexual abuse, sexual harassment, and inappropriate sexual behavior to staff with a need-to-know in order to make

decisions concerning the victim's welfare and for law enforcement, investigative, or prosecutorial purposes;

- Cultural sensitivity toward diverse understanding of acceptable and unacceptable sexual behavior and appropriate terms and concepts to use when discussing sex, sexual abuse, sexual harassment, and inappropriate sexual behavior with a culturally diverse population;
- Sensitivity regarding trauma commonly experienced by unaccompanied alien children;
- Knowledge of existing resources for unaccompanied alien children inside and outside the care provider facility, such as trauma-informed treatment, counseling, and legal advocacy for victims;
- General cultural competency and sensitivity to the culture and age of unaccompanied alien children; and
- Proper procedures for conducting professional pat-down searches, including cross-gender pat-down searches and searches of transgender and intersex unaccompanied alien children in a respectful and least intrusive manner.

New employees must complete training before gaining access to children and youth. All employees must complete refresher trainings on the above topics every year or with any policy change or update, whichever comes first. All employees must receive ORR-provided refresher training about avoiding inappropriate relationships and reporting sexual abuse and sexual harassment every six months.

What Trainings Are Required For Medical and Mental Health Care Staff?

Medical and mental health care staff employed or contracted by care provider facilities must, in addition to the trainings required above, receive specialized trainings on working with victims and potential victims of sexual abuse and sexual harassment as medical and mental health care practitioners. Care provider facilities must ensure that all full- and part-time medical and mental health care practitioners are trained on the following additional topics specific to providing medical and mental health care:

- How to detect and assess signs of sexual abuse and sexual harassment
- How to preserve physical evidence of sexual abuse
- How to respond effectively and professionally to juvenile victims of sexual abuse and sexual harassment

If medical staff employed by a care provider facility conduct forensic examinations, they must receive training to conduct such forensic examination **FOOT** for victims of sexual abuse. Care provider facilities must maintain documentation that medical and mental health care practitioners have received the specialized training listed in the previous paragraph as well as the training mandated for all employees.

What Trainings are Required for Contractors and Volunteers?

Care provider facilities must provide all trainings listed for employees to all new contractors and volunteers if they provide services on a regular basis and have contact with unaccompanied alien children. Volunteers who provide services for one day or less, such as holiday events, are not required to complete the above trainings. However, the volunteers must be directly supervised by staff at all times. Care provider facilities must maintain documentation confirming that contractors and volunteers received all required trainings and pre-service trainings and understood the training they completed.

Revised 3/11/19