



Smithsonian Protection of Minors Policy & Training

In 2022 the Office of the Under Secretary for Education (OUSE) announced the availability of an updated [Smithsonian Directive 124, Protection of Minors policy](#) and an updated online training for employees and affiliated persons.

Each year, many Minors come to the Smithsonian for family visits, camps, classes, and internships; or they may connect with us online in a virtual setting. A Minor is defined as a person under eighteen (18) years of age. Smithsonian Directive 124 Protection of Minors applies to full-time staff, part-time staff, contractors, fellows, interns, and volunteers who are in Close Contact with Minors. It also applies to those supervising anyone who works directly with Minors. It is our responsibility to ensure their protection and to prevent child abuse.

Annual Protection of Minors Training Overview & FAQs

This one hour online, self-paced course is designed to familiarize you with [SD 124, Protection of Minors policy](#) and the [Smithsonian Code of Conduct for the Protection of Minors](#).

Who should take this training?

Employees, volunteers, contractors, and other affiliated personnel who have Close Contact with minors at the Smithsonian. Close Contact, as defined in [SD124](#), is direct, intentional, sustained interaction with a Minor, including face-to-face interaction and interaction through an electronic medium. A volunteer supervisor should identify and notify their volunteers if their role requires the completion of this annual training.

When must I complete the training?

If applicable to a person's role, training should be taken annually. The training does not need to be repeated when moving from one Smithsonian unit to another within a year.

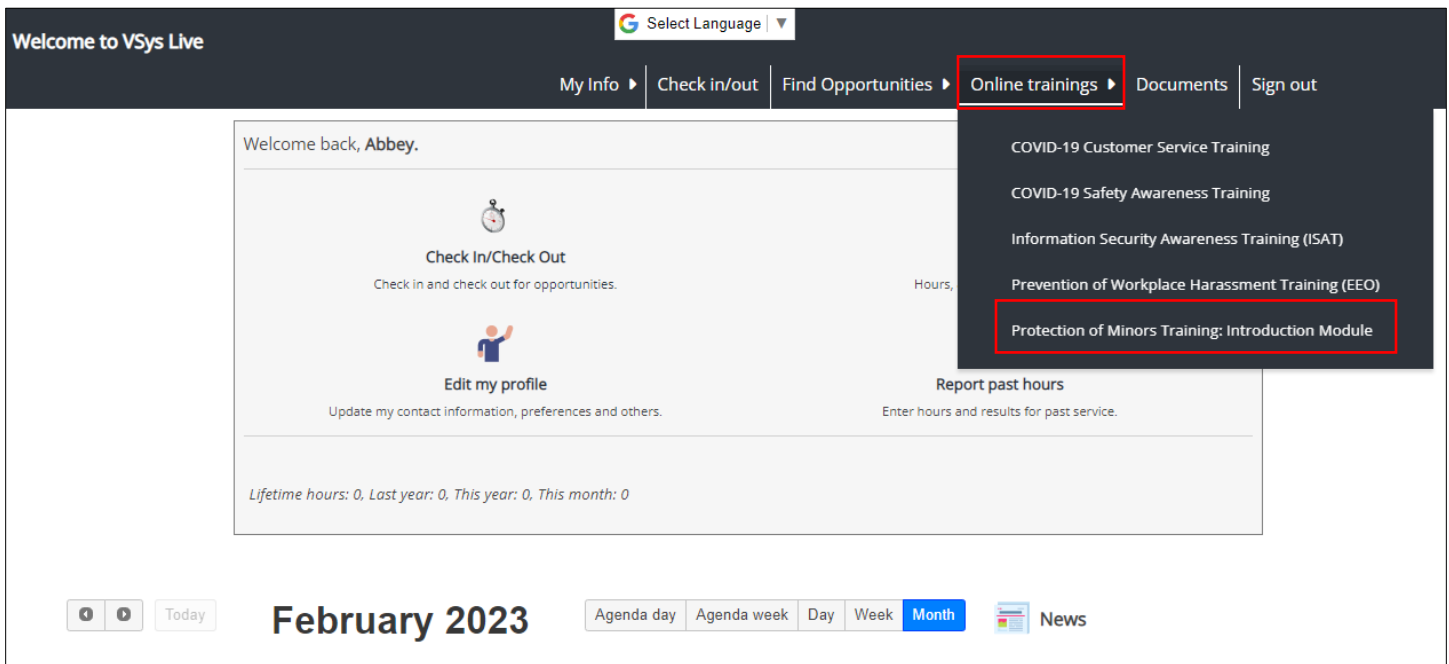
What should I expect?

- This entire training course (5 modules) takes approximately one hour to complete, on average
- This online training course is not interactive and is read-only (quizzes and hyperlinks are not live)
- There is no audio to this course; accessible text is shown at the bottom of each slide
- This training is separated into five modules, including the introduction; after completing each module return to the Online Trainings dropdown tool to move to the next module
- There is no pause button in this course, you must take each module in one visit; however, you can stop after taking each module and return at a later time
- Warning: Before you begin, consider that this training contains powerful material, including artwork and information about actual survivors and perpetrators of child abuse victimization. As a result, participants who may have experienced child abuse may experience strong feelings. If at any time during this course you begin to feel overwhelmed, exercise self-care.
- Once completed, you can view your completed task in your VSys profile, under My Info, then My Hours, Assignments, Trainings, under the Training section

How can I take this training?

Active volunteers can take this training in [V Sys Live](#). Volunteers should log into their profiles and then find the Online Trainings drop down at the top of screen. From there, select the appropriate Protection of Minors module available. As stated above, this training is separated into five modules, including the introduction; after completing each module the volunteer should return to the Online Trainings dropdown tool to move to the next module.

The training is also available in PDF format in V Sys Live under Documents (found at the top of the screen). An interactive version can be found in External Moodle at <https://moodlex.si.edu/course/index.php?categoryid=22> (Affiliated persons should contact their Smithsonian point of contact for instructions on how to create an external Moodle account, if they do not already have one.)



Have a question?

If you have questions or need assistance with taking the course in V Sys, please ask your supervisor. For content-related questions or feedback contact the Office of the Under Secretary for Education course content contact Tracie Spinale at TSpinale@si.edu.