



# PROGRAM REQUIREMENTS

## KEY STAKEHOLDERS

- Minimum key stakeholder representation: school division, child care agency(ies), law enforcement, and mental health provider. Teams are encouraged to include other key stakeholders i.e., child protective services workers, victim advocacy programs, community programs, parent organizations, etc.
- Commitments and Memorandums of Understanding (MOU) from local leaders such as the school division superintendent, principal(s), police chief, sheriff, and mental health provider.
- Team Leaders: school, law enforcement and mental health provider should designate a person who will serve as the Team Leader for their discipline. The Team Leader will act as a liaison and serve as the main contact between key disciplines.

## TRAINING

- Law enforcement supervisors, teachers and staff, and mental health partners must jointly attend (or demonstrate prior completion of) a presentation providing an overview of the impact of trauma on children, the impact of trauma on learning, key elements of HWC, and strategies for successful implementation.
- School division or child care agency must conduct a book study (books provided by DCJS) or other strategic planning session to identify and assess issues impacting their students and specific individual, classroom, and school wide interventions.
- Law enforcement supervisors must provide training to patrol officers on department policy to identify, document and report children encountered on the scene of calls. Officers must be familiar with appropriate on-scene response when children are present to ensure the impact of trauma is minimized and privacy is respected.
- Mental health providers should be trained to evaluate and treat children with trauma exposure.

## FORMS

- Key stakeholders must develop protocols and Memoranda of Understanding (MOUs) utilizing examples of existing agreements and protocols developed by the West Virginia Children Exposed to Violence Initiative and modified by the Department of Criminal Justice Services (DCJS) Virginia Center for School and Campus Safety (VCSCS).
- Schools and childcare agencies must utilize required notifications (i.e. parental permission for referral, student handbook notifications, etc.)

## ON-SITE COUNSELING

- Participation in this VCSCS sponsored program represents agreement of the school's commitment to provide space at school for counseling as appropriate. Counseling will only be provided by qualified mental health personnel.

## COLLABORATION

- Team Leaders must meet once a year at a minimum to assess gaps/barriers in the program and needed improvements.
- Law enforcement will develop and improve positive relationships with students by routinely visiting, eating lunch, and interacting with students in a non-crisis situation.

