

Child Sexual Abuse Prevention Policy Assessment

Organization:		Total Score:	0%
Your Name:		Screening Score:	0%
Email:		Training & Education Score:	0%
Phone:		Staff/Volunteer Expectations Score:	0%
Date:		Program Operations Score:	0%

Policy	Status (Click on each cell below to use the Drop Down arrow for each policy)	Weight	Comments
1) Screening		19	
1A) Applications		5	
We require completed and signed job applications to be on file for all <u>staff</u>		0.5	
We keep completed and signed job applications on file for all <u>child-serving volunteers</u>		0.5	
Our job application contains a section on criminal history		1	
Our job application contains a statement on child sexual abuse prevention and/or the staff code of conduct as it relates to child sexual abuse prevention		3	
2B) Reference Checks		8	
We require three checked, documented references for all new <u>staff</u>		2	
We require at least two checked, documented references for all new <u>child-serving volunteers</u>		2	
We require one of the references for all <u>staff</u> to be a close family member		2	
We require one of the references for all <u>child-serving volunteers</u> to be a close family member		2	
1C) Criminal Background Checks		6	
We require criminal background checks on all potential <u>staff</u>		2	

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We require criminal background checks on all potential <u>child-serving volunteers</u>		2	
We require social security traces on all potential <u>staff</u>		1	
We require social security traces on all potential <u>child-serving volunteers</u>		1	
We require sex offender registry checks for all potential <u>staff</u>		1	
We require sex offender registry checks for all potential <u>child-serving volunteers</u>		1	
2) Training and Education		22	
2A) New Hire Training		11	
We require all <u>staff</u> to complete child sexual abuse prevention training, covering both adult-to-child and peer-to-peer risks		3	
We require all <u>child-serving volunteers</u> to complete child sexual abuse prevention training, covering both adult-to-child and peer-to-peer risks		2	
We require all <u>staff and child-serving volunteers</u> to complete the above training <i>within 60 days of starting</i>		2	
We require <u>staff and child-serving volunteers</u> to complete the above training <i>before starting work</i>		2	
We require all <u>staff and child-serving volunteers</u> to complete training about how to report a suspicion, concern, and/or violation of our child protection policies		2	
2B) Training Refreshers		4	
We require all <u>staff</u> to complete a child sexual abuse prevention refresher course annually		3	
We require all ongoing <u>child-serving volunteers</u> to complete a child sexual abuse prevention refresher course annually		1	
2C) Parent Education		7	
We share information about our child protection policies and guidelines for staff and volunteers with parents		3	
We provide contact information for both a male and a female staff member in our program materials for parents to report any concerns about their child's safety		1	

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We share a list of questions with parents that they can ask their children to identify any warning signs of the sexual abuse grooming process		3	
3) Staff and Volunteer Expectations		33	
3A) Code of Conduct		8	
We have a staff Code of Conduct in place outlining appropriate staff interaction with children		2	
We require all <u>staff</u> to sign the Code of Conduct before starting work		2	
We require all <u>child-serving volunteers</u> to sign the Code of Conduct before starting work		2	
We review key child protection components of the Code of Conduct with all <u>staff</u> at least twice per year		2	
3B) Acting on Suspicions of Violations		8	
We have a procedure to identify and respond to unknown individuals interacting with children in our care		1	
We require all <u>staff</u> to report any suspicions or violations of the Code of Conduct to a supervisor, and/or the appropriate authorities		3	
We require all <u>child-serving volunteers</u> to report any suspicions or violations of the Code of Conduct to a supervisor, and/or the appropriate authorities		2	
We inform all <u>staff and child-serving volunteers</u> that they have a duty to report any concerns as mandated reporters		2	
3C) Being Alone With Children		4	
In our programs we either: 1. Have protocols in place that prevent an adult from being alone with a child or, 2. If we have programs that include one-on-one time, we have protocols in place to provide additional layers of protection, such as meeting in a public space, leaving doors open, extra parent communication, etc. (Please note these policies in the comments section)		4	
3D) Appropriate Touch		4	

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We train staff on appropriate physical contact with children		2	
We prohibit frontal hugs, touches in any areas that would be covered by a bathing suit (other than diapering) and lap sitting		1	
We require two adults to be present when diapering		1	
3E) Outside Contact		9	
We have an electronic communication policy that prohibits personal communication with children via the internet or personal phones		3	
We do not allow staff and child-serving volunteers to have outside contact with children they meet in our programs. This includes babysitting, extra coaching or tutoring, transportation in a personal vehicle, private events with children, visits to any residences and any other non-program contact		4	
We require staff and child-serving volunteers to notify their supervisor when they have a pre-existing relationship with a child participating in one of our programs and follow up to receive confirmation from the child's family		2	
4) Program Operations		26	
4A) Supervision Standards		16	
We require supervision of all children in our care at all times		3	
We require supervision of all children in bathrooms, locker rooms or changing rooms, meaning that a staff person or trained and screened volunteer is either inside the doorway or waiting outside as children go in one at a time. (<i>This means we do not use the "rule of three" of sending a group of three or more children alone to the bathroom</i>)		3	
We require staff to immediately interrupt any child behavioral issues, such as bullying and sexualized behavior		2	
We require staff to document any child behavioral issues in a behavior log		2	
We require an approved pick up list for program participants and check it every time a child is picked up from our program		0.5	
We require staff to be identifiable at all times with shirts, name badges or other items		0.5	
4B) Staff to Child Ratios		3	

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We have set staff-to-child ratios that meet or exceed state licensing standards for all our programs		1	
We require our staff-to-child ratios be maintained during transportation (not including the driver)		2	
4C) Program Audits		2	
We require a documented audit (for example, formal on-site observation) of child protection practices in all of our programs at least twice per year		2	
4D) Investigations		5	
We investigate every allegation of sexual abuse by a staff member, volunteer, or program participant		3	
When an allegation is made about a staff member, volunteer, or program participant, that individual is suspended pending the outcome of the investigation and terminated or removed if the allegation is substantiated		2	

You're Done! Thanks so much for taking the time to complete this!

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