

Child Sexual Abuse Prevention Checklist

Policies

Do our policies?

- Yes/ No Communicate zero tolerance for abuse and misconduct?
- Yes/ No Define appropriate and inappropriate interactions between persons?
- Yes/ No Require staff to respond to any suspicion of abuse or misconduct?
- Yes/ No Identify criminal records barring a person from working with you?

Screening & Selection

Does our Club, School, Organization:

- Yes/ No Establish & Utilize standard practices for hiring or volunteers?
- Yes/ No Involve more than one person in the screening & selection process?
- Yes/ No Systematically assess questionable information about a candidate?
- Yes/ No Vary our screening process based on a candidates's access to children & youth?

Training

Does our Club, School, Organization:

- Yes/ No Conduct sexual abuse prevention and training annual for all staff?
- Yes/ No Train supervisors to document and report all incidents?
- Yes/ No Train supervisors to monitor staff interactions with children and youth?
- Yes/ No Train hiring managers to screen out potential offenders?

Supervision

Does our Club, School, Organization:

- Yes/ No Maintain reasonable ratios between staff and children?
- Yes/ No Identify high-risk areas or situations affecting normal supervision?
- Yes/ No Have standardized monitoring facilities?

Educating Children and Youth and Their Parents/Guardians

Do we provide parents/guardians with:

- Yes/ No Education information related to preventing abuse?
- Yes/ No Information about the Club, School or Organizations' policies related to preventing abuse?
- Yes/ No Methods for reporting concerns, complaints or grievances?

Feedback System

Does our Club, School, Organization:

- Yes/ No Provide staff with a reliable method for reporting concerns?
- Yes/ No Have an anonymous method for reporting concerns?
- Yes/ No Have a reliable, verifiable program to follow up on reports?

Reporting & Administrative Actions

Does our Club, School, Organization:

- Yes/ No Staff understand their roles in responding to reports of policy violations?
- Yes/ No Administrative actions address specific policy violations?
- Yes/ No Administrative actions consistently apply to all persons"

Source: Protect the Children Education Conference, Feb. 3, 2012. SingleSource Services Background Screening Company, Jacksonville Beach, Florida.