

CHILD ABUSE PREVENTION POLICY & PROCEDURES CHECKLIST

PURPOSE:

1. To help provide a caring and safe environment for children and youth in our congregation.
2. To help reduce congregational legal and liability exposure.

GENERAL CHECKLIST:

- Current safe policy/safe practices (establish or review)
- Insurance Coverage (including liability for abuse coverage)
- Annual Review of training with certified documentation
- Safe Environment Vision Statement
- Available to all Congregants and Visitors

Screening and Clearances including but not limited to employees, volunteers, drivers, subcontractors, and those with repeated interaction with children and youth.

- Application
- Consent for Background Check
- Outside Background Check
- Interview
- Reference Check (3 References)
- Internet and Social Media Search

Staff and Volunteer Training

- Read and Signed "Child Abuse Prevention Policy and Procedures"
- Completed Recognizing and Responding to Suspicions of Child Maltreatment Online Course *[bi-annual basis]*
- Provided a file of Recognizing and Responding to Suspicions of Child Maltreatment certificate of completion for each employee and volunteer

STAFF AND VOLUNTEER SAFE PRACTICES:

- Two trained adults assigned per children and youth class (may require more for younger children)
- Two trained adults required for transportation to sponsored activities
- Two or more trained adults for overnight activities (both male and female for activities including boys and girls)
- Male and female trained adults represented for activities including boys and girls
- Protocols for bathroom use (any child or youth 11 or under will have a trained staff or volunteer accompany them to the restroom)

RESPONSIBILITY OF STAFF AND VOLUNTEERS:

- Staff and volunteer leaders responsible when activities begin
- Staff and volunteer leaders remain responsible until children or youth have been picked up by authorized parent or guardian
- Staff and volunteer leaders will keep doors open to classrooms when two adults are not present, when counseling with a child or youth, and/or when there are not windows to the classroom
- Staff and volunteer leaders recognize and welcome visitors in their classroom and activities

RESPONSIBILITY OF PARENTS, GUARDIANS, AND CARETAKERS:

- Parents, Guardians, and Caretakers are responsible for the safety of their children and youth when at church
- Parents, Guardians, and Caretakers are responsible for the safety of their children and youth at all times until class or activity begins
- Parents, Guardians, and Caretakers are responsible to greet staff or volunteer when picking up their children and youth

ADAPTED VIRTUAL POLICY RECOMMENDATIONS

- Staff and volunteers must be trained in Child Abuse Prevention Policies for virtual meetings and events
- Require written consent of parents and guardians prior to virtual meetings and events
- Contact parents regarding virtual meeting dates and times
- Maintain two-adult rule for virtual meetings and events
- Display real names of staff, volunteers, and participants
- Visual display of cameras are be always on for staff, volunteers, and participants
- Maintain mandated reporting protocols for suspicions of child abuse

REPORTING CHILD ABUSE AND NEGLECT

- Make immediate and direct report to staff/volunteer supervisor
- Make immediate and direct report of suspected child abuse to your local Department of Social Services
- Make immediate and direct report to Senior Faith Leader or Church Administration
- Make immediate and direct report of suspected child abuse to parents/guardians
- Suspend all duties and responsibilities of individual accused pending a proper and thorough investigation
- Treat every allegation seriously
- Do not confront accused with allegations
- Observe confidentiality
- Offer support and care for alleged victim and their family