

CHILD PROTECTION CHECKLIST

Sexual Abuse Prevention for Nonprofit and Youth-Serving Organizations

Comprehensive general policies:

1. A non-discrimination policy addressing sexual harassment and sexual violence in the workplace
2. A child abuse mandated reporting policy referring to training, organizational procedure and state/federal requirements for reporting incidents
3. Clear grievance and reporting procedure for internal complaints regarding sexual harassment or violence
4. Other information about child sexual abuse prevention such as a code of conduct, ethics statement or document explaining a continuum of appropriate, inappropriate and harmful behavior

Organization/Agency awareness:

1. Staff and volunteer hiring includes:
 - Proper screening and background checks relevant to the agency's role
 - Proper reference checks
 - Questions and discussion in interviews making clear the agency's stance on child protection and safety
2. Written policies and relevant documents are posted, shared, accessible and included in orientation and onboarding
3. Staff are aware and informed of their role and responsibility in maintaining a safe environment for children/clients because it is regularly discussed in meetings and supervisions
4. Staff and volunteer training includes:
 - Mandated reporter training annually
 - Child sexual abuse response and prevention training upon hire and every 2 years thereafter
 - Ongoing availability of training/professional develop on the nature of sexual violence including prevalence, attitudes, issues of consent, how to intervene, available resources, etc.

Compliance

1. A specified staff member is responsible for maintaining internal written policies addressing sexual harassment, abuse and violence
2. A specified staff member is responsible for reinforcing compliance and correcting non-compliance
3. Agency/organization facility and environment has spaces that allow for activities to be observable and interruptible