

CHILDREN'S PROTECTION POLICY

(not intended as an exhaustive list)

Sample Policy Outline

- I. General
 - a. Goal – Purpose of Document
 - b. Definition of “Children” – What Ages

- II. Selection and Screening Process
 - a. Pre-employment Procedures for Workers – Everyone Goes Through Selection Process
 - b. Volunteers Must Be Members – Members of Organization?
 - c. Six-month Rule – Six month Before Eligible to Work
 - d. Volunteer Application – What information Is Needed
 - e. References – Familiar With Applicant’s Ability to Work With Children
 - f. Confidential Interviews – Individual or Team Interviews
 - g. Criminal Background Checks

- III. Best Practices for Child Safety
 - a. Safety of Children – Utmost Importance
 - b. First Aid Training – Basic First Aid and CPR
 - c. Worker Training – Specific to Your Organization
 - d. Two-Adult Rule – No Adult Left Alone with Children
 - e. Observation of Children - No Closed Door Situations
 - f. Physical Contact - Do’s and Don’ts
 - g. Ratio of Workers to Children
 - h. Parent Involvement
 - i. Discipline – Positive Techniques

- IV. Reporting and Responding to Alleged Child Abuse or Neglect
 - a. State Law – Mandatory Reporter
 - b. Alleged Abuse at Church, School, Daycare or Camp – What Do We Do?
 - c. Investigation of Alleged Abuse or Neglect – Leave to the Professionals
 - d. Suspension of Duties – What Constitutes Reason for Suspension?
 - e. Preservation of Records – Keep Written Records of Every Detail
 - f. Alleged Abuse Occurring Outside Your Organization – Report and Leave Investigation to Professionals
 - g. Incident Report – Develop a Form to Record Information For Records
 - h. Confidentiality – Information Shared Only With Authorities
 - i. Adult Survivors of Child Abuse – Offer Pastoral Counseling Or Referrals For Professional Counseling
 - j. Juvenile Offenders – What Limits Do They Have In The Organization

k. Acknowledgement of Organizational Polices – Each Worker Given a Copy And Sign An Acknowledgement of Receipt.

V. Forms

- a. Confidential Application for Volunteer Children’s Workers
- b. References
- c. Application Statement
- d. Acknowledgement of Receipt of Child Protection Policies

For a help in developing your organization’s policies contact SafeKeeping Kids at safekeeping.gt.rr.com or 409-422-5424.

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