

Policy Review Worksheet

The following checklist will help you determine if your current child protection policy is thorough enough.

There are 7 sections to this review. Your policy should address all 7 of these areas.

- I. **Written Policy and Procedures**
- II. **Definitions of Abuse**
- III. **Screening**
- IV. **Training**
- V. **Childcare Guidelines For All Ages**
- VI. **Reporting and Investigating Protocols**
- VII. **Follow-up Program**

Under each of these main sections there are questions for you to answer to help determine if your documents contain the right information in each section. Read each question and then check: **YES** (if fully compliant), **Partially** (if partially compliant) or **NO** (if this section is not included in your policy). You can use the **Reference Notation or Actions to Take** to show where, in your documents, you have included the information referenced in each question or what action you need to take to make your policy and procedures more thorough.

Once you complete the checklist, then you will know what areas of your policy need to be addressed.



Adults Protecting Children, Inc. is committed to the training of adults in how to prevent, recognize and react responsibly to child sexual abuse.

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DOCUMENT CONTENT	COMPLIANCE	REFERENCE NOTATION OR ACTIONS TO TAKE
WRITTEN POLICY AND PROCEDURES		
Have your child protection documents been revised in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Has the policy and procedure document been approved by the appropriate leadership?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Do you have separate documents, one for policies and another for procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Is the policy and procedure document annually reviewed and updated?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Do you have a Code of Conduct document in writing?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Are all staff and volunteers required to read and sign the Code of Conduct document annually?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Do you provide annual training in the policy and child protective behavior for staff and volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Are new staff and volunteers that join during the year required to read the policy and sign the Code of Conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
DEFINITIONS OF ABUSE		
Does your policy define abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	

DOCUMENT CONTENT	COMPLIANCE	REFERENCE NOTATION OR ACTIONS TO TAKE
SCREENING		
Does your screening cover both staff and volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Are references required of all paid staff and volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Are background checks required of all staff and volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
TRAINING		
Have you conducted general training for the entire staff and volunteers in child protective procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Do you provide ongoing training for your staff and volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Are new staff and volunteers required to go through training before being allowed to work with children?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Do you provide training for parents in how to prevent, recognize and react responsibly to child sexual abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
CHILDCARE GUIDELINES FOR ALL AGES		
Do you have specific guidelines for each age group in your children/youth programs?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Are these guidelines reviewed and updated annually?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your procedures document address the issues regarding social networking between teachers and students?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	

DOCUMENT CONTENT	COMPLIANCE	REFERENCE NOTATION OR ACTIONS TO TAKE
REPORTING AND INVESTIGATING PROTOCOLS		
Does your policy state clearly to whom a report is to be made?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your policy prescribe specific steps that are to be taken by the person who receives the report?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your policy mandate that a report of abuse or suspicion of abuse is immediately reported to the proper authorities in your city?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Do you have procedures in your policy that describe how an accusation or report of abuse will be internally investigated?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your internal investigation procedure protect against interfering with any legal investigation done by law enforcement?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your policy provide clear guidelines on who and what is communicated to the media?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
FOLLOW-UP PROGRAM		
Do you have an Incident Response Team and strategy in place in the event of a disclosure or accusation of abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your policy provide for post-event care for the victim and his/her family?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your policy provide for post-event care for the accused and his/her family?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
Does your policy provide for post-event care for your congregation or faculty?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	