Date Completed	Employee, Volunteer, Intern Files (CST)
	Audit all worker files for criminal records checks
	Audit all worker files for reference checks per new policies
	Conduct checks on any employees missing them
Date Completed	**Board Governance**
	Encourage your Board to audit itself for good governance policies
Date Completed	**CST Develops Workable Policies**
	Document Retention
	Use of pictures and videos of children
	Parent orientation on child protection policies
	Offsite activities
Date Completed	**Training**
	CSC and CST develop and present training in new policies for all workers
	CSC and IRT develop and present mandated reporter training
	Consider training for children on safe boundaries
	CSC and CST develop and provide specialized training for those who screen employees and volunteers
	Consider needed upgrades to physical facility, develop realistic budget and timeline for potential changes

Yearly and Ongoing
Audit employee files for CRCs and reference checks
Evaluate whether child protection policies are working
Employee surveys
Incident reports
Training in child protection policies
Training in mandated reporter policies
Tabletop exercises (if possible)