

Child Protection Policy Timeline



First 30 Days	
	Name a Child Safety Coordinator (CSC), Child Protection Team (CPT), and Incident Response Team (IRT)
	Confirm that your organization has committed to giving the CSC resources and support
	Be sure your governing documents communicate how your student protection policy is grounded in the organization's mission and culture
	Ensure governing documents reflect a commitment to child safety
	Research and develop definition of child maltreatment
	Complete initial audit of your current policies
	Audit current insurance policy
	Begin locating past insurance policies
First 60-90 Days	
	Audit employee files for criminal records checks (CRCs), conduct any missing CRCs
	Start locating additional insurance coverage if needed
	Develop child protection policies
	Develop incident response policies
First 120-150 Days	
	Audit all records for all employees, volunteers, and interns; rescreen as needed to meet new standards
	Board audits itself for good governance standards
	Develop additional non-core policies
	Training for all workers in mandated reporter responsibilities
	Training for all workers in new child protection policies
	Consider training for children and parents
	Specialized training for people screening employees and volunteers
	Consider upgrades to physical facility, develop budget and timeline for feasible changes
Yearly and Ongoing	
	Audit worker files and fill in missing CRCs and reference checks
	Survey employees
	Review incident reports
	Assess whether policies are working or need changes