

Creating Child Protection Policies
First 60-90 Days



Date Completed	Employee Files (CST)
	Audit employee files for criminal records checks
	Conduct checks on any employees missing them
Date Completed	Insurance (IRT)
	If needed, start locating insurance that covers abuse claims and defamation claims
	Continue search for past insurance policies
Date Completed	CST Develops Workable Policies
	Use Feasibility Analysis to evaluate proposed policies
	Identify current policies that are not working or are not being followed, and determine
	Need new/different policies, or
	Need better training or supervision
	Access Control Policies
	Screening Policies
	Application Policies
	Decide on probation period?
	Interaction Rules
	1:1 Contact or Supervision?
	Ways to work around limitations of physical plant
	Positive and clear rules about acceptable interactions between adults and students
	Positive and clear rules about acceptable interactions between students
	Positive and clear rules about contact between adults and students outside the organization (including waivers as needed)

	Rules that prohibit grooming behavior while not discouraging healthy mentoring
	Clear consequences for violation of rules
	Clear communication to parents, staff, volunteers, and students about rules and consequences
	Monitoring and Supervision Rules
	Staff:client ratios
	Zone supervision needed?
	Rules that protect minor volunteers, staff, and interns
	If organization has cameras, procedures for
	retention
	compensating for blind spots
	periodic review
	parent review
	Programs open to the public
	Child safety and supervision rules
	Policies for people with known criminal history or history of child maltreatment
	Clear communication to parents about policies and their responsibilities
Date Completed	IRT Develops Policies
	Whistleblower protections
	Receiving and responding to reports
	Mandated reporter standards
	Locate vendor or develop training on mandated reporter standards
	Written incident response plan
	Communications guidelines for all employees and volunteers