YSO ACADEMY

Completed	No	Standard of Care
		CPT to research standards of care in the field
		Applicable statutes, regulations, and licensing rules
		Standards that similar organizations follow
		Accreditation standards
		Association standards
		Local customs of similar organizations
Completed	**No**	**Worker Surveys**
		Have staff and volunteers complete the Psychological Safety Survey
		Have staff and volunteers complete the Positive Accountability Survey
		Collate the results
		Note problem areas to be addressed by policies or training
Yes	**No**	**Insurance**
		Insurance covers child maltreatment, including sexual abuse
		Insurance covers potential defamation and emotional distress claims arising from mandated reports
		IRT has located all copies of old insurance policies
		Does the document retention policy require maintaining permanent records of insurance policies?
Yes	**No**	**Screening**
		Do you screen all paid staff, volunteers, and interns who encounter minors?
		Does that screening include criminal reference checks, personal references, and individual interviews of the applicant?
		Do you have protocols for what checks to do for other adults in your program?
		Have you researched the best company to provide background checks for applicants?
		Do you have a policy regarding which negative background results will disqualify workers?
		Do you have a policy of documenting how you respond to negative background results?
		If you cannot screen all adults who may come in contact with students (e.g., competitions open to the public), do you have supervision policies in place to protect students?
		Have you decided whether to have a waiting or supervision period for volunteers and clear guidelines for any exceptions?

Yes	No	Employment/Volunteer Application
		Does your application include permission for criminal records checks and questions to references?
		Does your application ask applicants about their criminal history and prior allegations of child maltreatment or boundary violations?
		Does your application have the applicant acknowledge by a signature that they understand the importance of your school's student protection policy?
		Does your application have the applicant acknowledge by a signature that providing materially false or incomplete information can be grounds for termination?
		Does your application have the application acknowledge by signature that violating your organization's mandated reporter policy can be grounds for discipline, including termination?
		Do you have a way of verifying the applicant's identity?
		How do you verify work and volunteer history?
		How many work reference checks do you conduct for each applicant?
		How many character reference checks do you conduct for each applicant?
		Are those numbers for work and personal reference checks consistent with the standard of care in your industry?
		Do you have standard questions for all reference checks?
		Do you require an in-person interview for all staff, volunteers, and interns?
		Do you have a consistent policy regarding which volunteers do not need in-person interviews?
		Do you have standard questions for all in-person interviews?
		Do you have standard questions for work and personal reference checks?
		Do you have a policy of documenting all interviews and decisions about those interviews?
Yes	No	Access Control
		Do you have visitor access policies that limit access to minors on your campus?
		Do you have procedures to ensure that children are released only to parents/guardians with custody rights and their designees?
		Do you have procedures for refusing to release children when the receiving adult is intoxicated, under the influence, or otherwise poses a danger?
		Do you have procedures for checking or supervising repair technicians, enhanced service providers, observers, and other visitors with business on your campus?

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		Do you have procedures for supervising children at events open to the public?
		Have you clearly communicated to parents your expectations and guidelines for supervision at events open to the public?
		Have you investigated safeguards for active shooter situations?
Yes	**No**	**Behavior and Boundary Guidelines**
		Do you have supervision worker:child ratio or specific supervision zones?
		Do you have procedures for monitoring and enforcing those ratios and zones?
		Do you have procedures for consistent monitoring of secluded areas such as bathrooms or locker rooms?
		Do you know the problem areas for supervision and a policy for addressing those areas?
		If you have cameras, do you have policies that cover
		Retention time?
		Compensating for blind spots?
		Periodic review?
		Whether parents can view the video and any limits?
		Do you have clear restroom and hygiene policies for younger children?
		Can you realistically and consistently prohibit 1:1 interactions between adults and children?
		If so, do you have enforceable rules prohibiting those interactions?
		If not, do you have supervision and line of sight rules that provide sufficient protection for minors?
		Do you encourage positive interactions between individuals?
		Do you have clear guidelines about acceptable behavior boundaries between students and between students and adults?
		Do you have clear rules about on-campus use of technology?
		Do you have clear rules about acceptable contact between adults and minors off-campus or via social media and email?
		Have you communicated those rules to parents?
		Do you have clear rules about home contact, such as tutoring or babysitting?
		Have you communicated those rules to parents?
		If you allow off-campus contact, do you require waivers from parents?
		Have you developed rules that distinguish between positive mentoring and dangerous grooming?
		Have you communicated those rules to staff, volunteers, parents, and students?

		Do you have clear rules about what constitutes bullying?
		Do you have clear consequences for violation of rules about behavior and boundaries?
Yes	**No**	**Field Trips and Special Events**
		Do you have clear rules for field trips and overnight trips, including supervision, adult-to-child ratios, and transportation?
		If you cannot prohibit 1:1 adult-to-child contact, do you have adequate supervision (such as parents transporting their own child or caravans of private cars)?
		Do you require parental notifications and releases?
		Do you have clear supervision policies for events open to the public?
		Do you have clear and enforceable policies for use of pictures and videos of minors?
Yes	**No**	**Mandated Reporter Policies and Training**
		Has the IRT researched the requirements in your state?
		Do you have clear definitions of what must be reported?
		Do you have a clear procedure for reporting?
		Do you have a summary of the policies in the staff handbook?
		Do you have a summary of the policies in the parent handbook?
		Do you have staff training that meets the standard of care?
		Does your training cover likely scenarios for the age group that you serve?
Yes	**No**	**Staff & Volunteer Training**
		Does your staff sign a document agreeing to follow child protection policies?
		Do you train your staff shortly after hire on:
		Protection policies?
		Signs of abuse?
		Mandated reporter responsibilities?
		Behavior and Boundary limits?
		Off-campus communications?
		Off-campus contact?
		Do you train your staff at least annually on the above topics?
		Do you have frequent, shorter trainings through the year?
		Do you document all of the training?
		Do you require training for volunteers on mandated reporting obligations?
		Do you document that training, whether through a vendor or in-house?

Yes	No	Child and Parent Training
		Have you considered age-appropriate training for minors?
		Have you notified parents about your child protection policies?
		Do you offer training to parents about your policies on boundaries and signs of abuse?
Yes	No	Responding to Violations
		Do you have clear procedures for reporting violations of policy or concerns about whether someone has violated policy?
		Do your procedures include an avenue for reporting every position within the organization, from client to Board member or owner?
		Do you have protections for people who make reports of possible violations?
		Do you have clear procedures for responding to reports of inappropriate behavior?
		Do the members of the IRT have clearly-defined responsibilities for response?
		Do the members of the IRS know those responsibilities?
		Do your procedures set rules for responding to media inquiries?
		Have you communicated those rules to staff and volunteers?
		Does your IRT regularly conduct tabletop exercises to plan for appropriate response?
		Do you have clear criteria for determining when to institute an internal or external investigation?
		Do you have a plan for conducting an internal investigation?
Yes	No	Physical Plant
		Does your physical plant ensure clear sight lines for supervision of students?
		Do you control access to your facility and have a procedure for monitoring outside people while they are on the premises?
		Do you need to consult a safety coordinator to protect against active shooters?
Yes	No	Document Retention
		Do you have policies for retention of employee records?
		Do you have policies for retention of minor files?
		Do you have policies for retention of incident reports?
Yes	No	Yearly Audits
		Do you review your child protection policies at least annually?
		Do you audit your employee & volunteer files for background checks, references, and training at least annually?