

Creating Child Protection Policies  
First 30 Days



Date Completed	Coordinator and Teams
	Name a Child Safety Coordinator (CSC)
	Knowledgeable, willing to become expert
	Ensures implementation of CPP
	Ensures reporting protocol
	Has authority to make policy & procedure changes
	Organization has committed to giving the CSC resources, time, and support
	Name a Child Protection Team (CPT)
	Representative from stakeholder groups
	Board
	Administration
	Staff
	Parents
	Clients or Alumni
	Donors (?), Other groups?
	Experts in child protection
	People with authority to change policies and procedures
	Name an Incident Response Team (IRT)
	CSC
	Attorney?
	Insurance expert?
	PR expert?
	Client/Parent contact
	Accused contact
	Employee contact
	Law enforcement/agency contact
	Information Manager
Date Completed	Governance
	Be sure your governing documents communicate how your student protection policy is grounded in the organization's mission and culture
	Have your governing documents reflect a commitment to child safety
Date Completed	Initial Audit (see audit worksheet)
	Complete initial audit