

# Recommended Content for a Policy & Procedure Manual

## 1. Cover page

Include the following on your cover page:

- Name of organization, church, or program
- Logo
- Title of the manual, for example: “Child Protection Policy & Procedure Manual”

## 2. Table of Contents

This is helpful to include so that readers can find the information they need quickly.

## 3. Acknowledgements

This page makes this document official. It should contain any kind of information that is needed by your organization to give it the stamp of “official.” For example:

*This policy has been developed for (insert org name) in order to protect and uphold the dignity and respect of all those under the age of 18 years old and the staff and volunteers who serve our organization.*

*This policy and procedure manual is binding upon the staff, board of directors, employees, volunteers, and interns of our organization.*

*This policy has been created with the help of resources such as:*

- *Keeping Children Safe Coalition*
- *The U.N. Convention on the Rights of the Child (1989)*
- *Laws of child protection according to the United States*
- *Laws of child protection according to (insert state).*

*(Insert org name) seeks to (insert vision statement).*

*(Insert official church or 501c3 name and registration numbers).*

*(Insert first day of manual activation).*

## 4. Policy Statement

Similar to a mission statement, a good policy statement will make clear what the organization believes about the importance of making children safe, and protecting them from harm and abuse. The statement is based on fundamental principles about childhood and children’s rights. For example<sup>1</sup>:

*(Organisation/Club) has a duty of care to safeguard all children involved in (Organisation/Club) from harm. All children have a right to protection, and the needs of*

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<sup>1</sup>

[http://www.nspcc.org.uk/Inform/cpsu/HelpAndAdvice/Organisations/ChildProtection/ChildProtectionPolicy\\_wda60690.html#Policy\\_statement/aims](http://www.nspcc.org.uk/Inform/cpsu/HelpAndAdvice/Organisations/ChildProtection/ChildProtectionPolicy_wda60690.html#Policy_statement/aims)

*disabled children and others who may be particularly vulnerable must be taken into account. (Organisation/Club) will ensure the safety and protection of all children involved in (Organisation/Club) through adherence to the Child Protection guidelines adopted by (Organisation/Club).*

*A child is defined as a person under the age of 18.*

*The aim of the (Organisation/Club) Child Protection Policy is to promote good practice:*

- *providing children and young people with appropriate safety and protection whilst in the care of (Organisation/Club)*
- *allow all staff /volunteers to make informed and confident responses to specific child protection issues.*

## **5. Procedures broken down by subject area, for example:**

- a. Safe Places
  - i. Definition and examples.
  - ii. Code of conduct/rules.
- b. Physical Touch
  - i. Definition and examples.
  - ii. Code of conduct/rules.
- c. Information Sharing and Confidentiality
  - i. Definition and examples.
  - ii. Code of conduct/rules.
- d. Staff and Volunteer Recruitment and Training
  - i. Definition and examples.
  - ii. Code of conduct/rules.
- e. Transportation
  - i. Definition and examples.
  - ii. Code of conduct/rules.
- f. Interaction Outside of Program
  - i. Definition and examples.
  - ii. Code of conduct/rules.
- g. Child Abuse: Recognizing and Responding
  - i. Definition and examples.
  - ii. Code of conduct/rules.
- h. Disaster and Emergency Response
  - i. Definition and examples.
  - ii. Code of conduct/rules.

## **6. Addendums and Forms**

This may include things like:

- Definitions of terms used throughout the manual.
- Any forms referenced in the procedures section.

## 7. Signature Page

The signature page is where each board member signs to acknowledge their approval. As an added affirmation of approval, you could also require each staff and volunteer to sign after they've received training and reviewed the manual. Here's a sample signature page:

*This child protection policy manual was created for (insert organization name). It has been approved by our Board of Directors as official policy to be upheld in every manner. It will be re-evaluated every three years, and also as needed, for updates.*

<i>Name</i>	<i>Position</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____