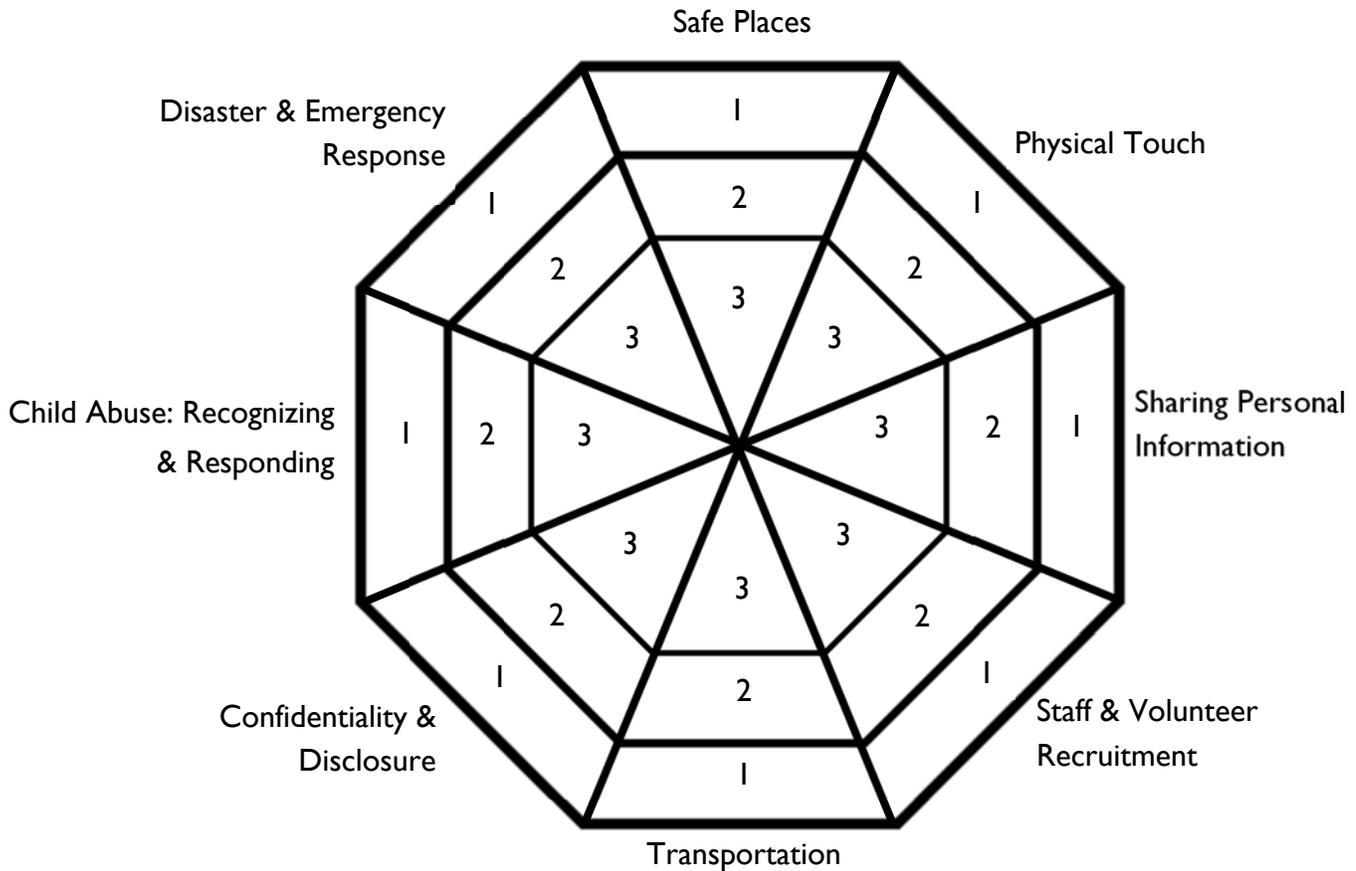


Child Protection Web of Safety



INSTRUCTIONS

For each of the 8 areas listed around the web, record your organization's current status on the following criteria:

1. There is a current, board-approved policy (and associated procedures) in place covering this issue.
2. Staff and volunteers have been trained on the policy and procedures relating to this issue.
3. Children and youth participants have been trained on the policy and procedures relating to this issue.

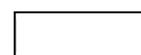
Complete



Partially Complete



Incomplete



Descriptions & Recommendations

I. Safe Places

Safe places is about ensuring that there is never a situation created that leaves a child alone with just one other adult, or alone with another child. It's also about considering how safe the physical layout of your building is, as well as accessibility. Bathrooms, parking lots, meeting rooms, and so forth should be considered.

Recommendations:

- At no time should a child or youth be left alone.
- At no time should a child or youth be left alone with just one other adult, or alone with another child (children can be victimized by other children just as easily as by an adult).
- People should work, play, and meet in groups that include at least two unrelated adults (family members are more likely to cover for one another, or worse, collaborate to commit a crime).
- People should leave the building in groups, especially at night.

Questions to Consider:

1. Who can gain access to your building? Can anyone walk in at any time?
2. What are the points of entry and exit? Are they visible at all times?
3. Is there more than one stall in the bathrooms? If so, is an adult checking first to make sure that nobody else is present before sending a child in?
4. If you work with young children, what will you do if one of them has an "accident" and needs assistance in the bathroom and a parent or caregiver is unavailable?
5. Are small groups splitting up and going to different locations in the building?
6. Is there adequate lighting throughout the building and parking lot?

2. Physical Touch

Physical touch not only has to do with appropriate physical interaction between adults and children, but also between children and other children.

Recommendations:

- All forms of physical punishment and fighting should be strictly prohibited.
- Signs of physical affection should be limited to handshakes, high-fives, thumbs up, hand clapping, side hugs, and fist bumps.
- Determine if there are cultural implications and/or standards for physical interaction that should be considered.

3. Sharing Personal Information

This is where boundaries and standards are identified for communication. Some information is inappropriate for adults to share with children.

Recommendations:

- It is inappropriate for an adult to share their personal struggles, challenges, or abuse histories with a child without first getting consent from the parents or caregivers. (For example: marital problems, drug and alcohol problems, history of being sexually abused, etc.). As a general “rule of thumb,” anything that you would share privately with a therapist is probably not something that should be shared with a child or young person.
- Adults should not “friend” children on social media outlets like “Facebook” as some information and photos shared may be inappropriate for children and young people.

4. Staff and Volunteer Recruitment

Never assume that just because you know someone that you know everything there is to know about them. Predators will look for loopholes and weaknesses in your program, church, or organization. You can establish good, strong onboarding procedures to help protect children and keep predators away.

Recommendations:

- **Every** individual (even the Pastor!) should be required to pass a background check before working with children.
- There should be a current job description for each role, and it should be reviewed by prospective staff and volunteers prior to working with children.
- At least two, non-related references should be checked for every prospective staff and volunteer (family members are more likely to cover for one another, or worse, collaborate to commit a crime).
- All staff and volunteers should be required to attend an Orientation training prior to working with children, and it should include reviewing your Child Protection Policy and Procedures.
- All new staff and volunteers should undergo a trial period culminating in an evaluation of their performance before moving into a permanent position.
- Organizations should consider instituting a mandatory reporting of suspected child abuse and neglect, if not already required by their state law.

5. Transportation

Even if you do not provide transportation on a regular basis to or from your building, a time may come when there is a need to transport one or more children. These situations usually occur unexpectedly, and it's best to be prepared.

Recommendations:

- Always have at least two adults in the vehicle, and keep in mind that it's preferable if the adults are not related (family members are more likely to cover for one another, or worse, collaborate to commit a crime).
- If you are transporting younger (or smaller) children, make sure you comply with all car seat and booster seat laws.
- Have parents sign a permission waiver at the beginning of the year, whether you provide transportation or not, so that you have it in case of emergency.
- If the parents are divorced and have joint custody, be sure to get permission from both parents.
- Set up designated drivers ahead of time. Make sure your drivers have given you proof of current car insurance, a copy of their current driver's license, and a copy of their current driving record.

6. Confidentiality & Disclosure

Most information shared by children in your program should remain confidential, but you cannot keep it a secret if a child discloses that they are (or at risk of) being abused or neglected, you must report it to the proper authorities immediately.

Recommendations:

- At no time should an adult promise a child that they will keep secrets.
- If an adult is concerned about something that a child has disclosed, they should discuss that concern with the Designated Child Protection Officer (DCPO) immediately and the report should be documented and dated (this is crucial for any potential legalities that may follow).
- If a child discloses that he or she is experiencing abuse or neglect, the adult should inform the DCPO immediately and together they should contact the Police.
- Photo and story releases should be required for all photos displayed on the organization's website (as well as other social media or marketing avenues), and participants should have the option to decline. All names should be changed or unlisted to protect the privacy of the individual.
- Volunteers and staff should not take or post photos of children from your organization or program on their personal social media outlets.

7. Child Abuse: Warning Signs & Responding

All staff and volunteers need to be trained on recognizing and responding to child abuse and neglect.

Recommendations:

- Seek out training around recognizing and responding to child abuse.
- Require all of your staff and volunteers to be trained on recognizing the warning signs of abuse or neglect, and responding, before working with children or youth.
- Any question, doubt, or concern relating to child abuse should be immediately brought to the attention of the Designated Child Protection Officer (DCPO).
 - If the DCPO is not available, and you are unsure about next steps, you should contact ChildHelp's free hotline (available 24/7) at: 1-800-4-A-CHILD.
 - If the DCPO is not available, and the abuse is imminent, you should contact the Police immediately.
 - If the DCPO advises you to ignore the situation, or gives a similar type of response, and you believe that abuse is imminent or has happened, then you should contact the Police immediately and you should also talk with another manager or program leader about the DCPO's lack of appropriate response.
- Learn about the different cultures you may encounter through your organization. What are their beliefs on discipline or punishment?
 - Regardless of cultural beliefs and practices, it is never legal for an adult (or child) to abuse a child.

8. Disaster & Emergency Response

Nobody can predict when a disaster or emergency may strike. It can be a very scary time, especially for children and youth - and it is also one of the situations that predators like to take advantage of. While you cannot predict exactly what may happen, that does not mean you shouldn't plan or prepare at all.

Recommendations:

- Ensure that at all times, at least one adult on site is CPR certified.
- Have a disaster response plan and emergency supplies in place.
- Find opportunities to do practice drills for the different types of disasters likely to strike your community.
- Seek out training in your community around responding to, and preparing for, emergencies or disasters.