



## Sample Policy for the Protection of Children, Youth; and Adults with Developmental Disabilities

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## **RESPONSIBILITY OF THE ORGANIZATION**

Establish a comprehensive background screening program for all employees and volunteers, throughout all operations, associated with your operation. The safest policy is to screen ALL individuals' at the most stringent level. The hiring process to screen and select, employees and volunteers has several goals:

- To hire competent staff
- To screen out individuals who might represent a risk to safety and integrity.

It is your responsibility to assure that you are in compliance with local and state laws.

- Meet all statutory requirements and regulations pertaining to preventing and reporting abuse and neglect. When reporting an abuse or neglect incident, be sure the following is understood:
- Definition of "abuse" and "neglect", which varies from state to state.
- Each state has varying reporting requirements for caretaker professionals.
- Most states require reporting of incidents, where there is "reason to believe" a person has been abused or neglected and require reporting within 48 hours of the incident.
- All states provide some type of immunity for filing a report and if the allegation cannot be proven, the indicated has the right to sue the reporter.

Develop and implement formal recorded written policies and procedures regarding abuse. Include the following as standard practices and procedures

- Written policy on youth/adult interactions and relationships
- Adopt clear written policies prohibiting unauthorized conduct.
- Adopt supervision guidelines for staff and all volunteers.
- Clear description of duties and responsibilities should be communicated and documented with all Staff and Volunteers (No one-on-one isolated situations should apply to unauthorized staff and all Volunteers)
- Create confidentiality policies to prevent disclosure regarding hiring or disciplinary practices.
- Develop and maintain all job and volunteer descriptions on an annual basis.
- Notify guardians of activities, behavior and practices that are unacceptable.
- Establish procedures of notification to guardians regarding the departure of staff.

### **Training:**

Develop and initiate an abuse prevention training program for all staff members. Develop and enforce accountability guidelines for re-employment of accused abusers.

You should register on Philadelphia Insurance Loss Control/safety website at [www.losscontrol.com](http://www.losscontrol.com). Once you have registered and obtained a username and password, access Intellicorp for background screening information, and safety programs for volunteer release forms, Abuse Prevention Systems for training material; along with other great features on our website such as technical bulletins, e-brochures and our on line defensive driver training program.

All program directors of your organizations should be responsible and held accountable for safety policies and procedures set forth by your organization. A safety committee at should be developed to

examine compliance of the written policy and procedures per department, to communicate rules and duties expected to be followed, to audit and monitor the due diligence and compliance of safety policies, to promote supervision activities and to complete self inspections. Written programs should be developed and strictly followed.

### ***Ethics Policy***

#### Statement of Policy

Professionals, employees, and volunteers of \_\_\_\_\_ organization shall not engage in sexual abuse, sexual harassment, sexual misconduct, and Physical abuse, Physical Neglect, Lack of supervision, Emotional Maltreatment, Educational Maltreatment, and/or Moral-Legal Maltreatment of Children, youth, and adult /children with developmental disabilities.

Persons in a role of leadership, with children, youth and adults with developmental - shall include all paid and unpaid staff, whether who have a direct or indirect contact with same who participate in any activities or events sponsored by \_\_\_\_\_ organization.

#### Definitions

1. Sexual Abuse: Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult with developmental disabilities sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or deviant sexual conduct with, or fondling of an individual enrolled as a child, or youth, or adult with developmental disabilities at in the program or at sponsored activities.
2. Sexual Harassment: Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.
3. Sexual Misconduct: Sexual misconduct means a chargeable offense.
4. Physical Abuse - Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury caused by a caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult with developmental disabilities.
5. Physical Neglect -A caretaker does not take adequate precautions (given a child's, youth or or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.
6. Lack of Supervision- A caretaker does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.

7. Emotional Maltreatment- Persistent or extreme thwarting of a child's, youth or vulnerable person's basic emotional needs (such as the need to feel safe and accepted)
8. Educational Maltreatment- A caretaker fails to ensure that a child, youth or vulnerable person receives adequate education
9. Moral-Legal Maltreatment- A caretaker exposes or involves a child, youth or vulnerable person in illegal or other activities that may foster delinquency or antisocial behavior.

## **IMPLEMENTATION**

Professionals, employees, and volunteers shall be provided a copy of this policy and shall receive training information to assist in the understanding and implementation of this policy.

### ***Making a Complaint***

Persons who have knowledge of possible violations of this policy by a Professionals, employees, and volunteers should report to appropriate supervisors and administrators. The Administration will take action in investigation, reporting, due process, and take action to seek justice.

### ***Introduction***

It shall be the policy and covenant of \_\_\_\_\_ to do everything in our power to prevent physical, emotional or sexual abuse against children, youth and adults with developmental disabilities involved in our operations and with any sponsored by the \_\_\_\_\_. We are covenant to be aware of our legal responsibilities and to comply with those responsibilities and go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

The \_\_\_\_\_ will implement orientations and training seminars for persons in leadership with children, youth and adults with developmental disabilities. The \_\_\_\_\_ will screen persons in role of leadership with children, youth and adults with developmental disabilities and will report instances of abuse. Persons thus certified are entrusted with the title "Certified Worker with Children, Youth and Adults with Developmental Disabilities." Certified workers with children, youth and adults with developmental disabilities shall be given the opportunity to renew certification in a manner determined by the Administrative Policy on the Protection of Children, Youth and Adults with Developmental Disabilities.

### ***Scope***

This policy and its provisions shall apply to all paid and unpaid staff, who have any direct or indirect contact with children and/or youth and/or adults with developmental disabilities who participate in any activities or events sponsored by \_\_\_\_\_.

Effective \_Date\_\_\_\_, no person under the age of 18 will be certified by the Administration to work or volunteer, directly with children, youth and adults with developmental disabilities.

### ***Screening of Volunteer and Staff***

Careful screening is one way to prevent the abuse of children, youth and adults with developmental disabilities. Screening calls for a careful gathering and review of information in search of persons who can provide safe and caring supervision in a safe environment.

1. Prior to employment or acceptance as a volunteer or paid staff person, the event coordinator or Administrator in charge of an event or program shall direct each prospective worker to complete the application/consent form. By signing the form, the applicant will give the \_\_\_\_\_ organization Certification Authority permission to contact references and perform the necessary investigation to complete the review of the application.
2. The \_\_\_\_\_ shall facilitate a screening check with the Intellicorp, Agosnest, FBI background checks, State registries or other appropriate agencies.
3. The Certification Authority shall request references.

4. The Certification Authority shall receive the completed forms and reports, and review them. If any of the reports raise questions about the fitness of the applicant, the \_\_\_\_\_ should disapprove the application and notify the applicant. \_\_\_\_\_ reserves the right to turn away any persons for volunteer or paid service.

5. If the applicant (either volunteer or paid) is found to have been involved in any activity in which the applicant abused or exploited children, youth and adults with developmental disabilities, the applicant will not be hired/approved. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any applicant.

6. Results of screens shall be kept confidential.

**Training**

The \_\_\_\_\_ organization shall develop and implement training procedures for all persons in role of leadership who work with children, youth and adults with developmental disabilities as part of their duties, activities and events. No person shall, after December 2005, have any direct or indirect contact with children, youth or adults with developmental disabilities until they have completed this training program.

**Supervision**

Supervision and enforcement of policy and procedures regarding staff and volunteers working with Children, youth, and adult /children with developmental disabilities should be clearly communicated within your operation. At each facility, all program directors, camp directors, nursery, preschool, youth services and other staff should be clear on your written policy and procedures regarding staff and volunteers working with Children, youth, and adult /children with developmental disabilities.

(Definitions of Abuse, Selection and Screening, No one-on-one isolated situations should apply with Children, youth, and adult /children with developmental disabilities, reporting incidents of abuse with Children, youth, and adult /children with developmental disabilities and media response. ALL reporting activities set forth by government, State and Federal regulations, should be followed). Whenever possible, a team approach should be used with children, youth and adults with developmental disabilities.

If the necessity for one-on-one interactions between adults and children, youth and adults with developmental disabilities arises, the interaction should occur in an unenclosed area and with the knowledge of another adult. Workers are to be encouraged to warn each other when questionable behavior is displayed. At the completion of the event or program, the administrator or supervisor in charge shall file a report with a count of persons in attendance and a comment that there were/were not any reportable incidents.

This document will be retained on file in the \_\_\_\_\_.

**Reporting of Incidents**

When the necessity of reporting occurs, the protection of children, youth and adults with developmental disabilities must be paramount.

It is your responsibility to assure that you are in compliance with local and state laws. Meet all statutory requirements and regulations pertaining to preventing and reporting abuse and neglect. When reporting an abuse or neglect incident, be sure the following is understood: Definition of "abuse" and "neglect", which varies from state to state. Each state has varying reporting requirements for caretaker professionals. Most states require reporting of incidents, where there is

“reason to believe” a person has been abused or neglected and require reporting within 48 hours of the incident. All states provide some type of immunity for filing a report and if the allegation cannot be proven, the indicated has the right to sue the reporter.

## ***Sample Procedures for Reporting, Investigating, and Resolving Violations of Certification Policy***

### 1. Reporting

- a. Immediately upon receipt of an allegation of violation of policy the Executive director of the Organization or geographic region involved shall be notified
- b. The Executive Director shall notify the Crisis Management Team.
- c. The Executive Director shall notify shall notify the Certification Authority and the insurance carrier.
- d. The Executive Director or Crisis Management Team will facilitate reporting to the SRS and/or law enforcement agencies, as appropriate according to state and Federal reporting guidelines.
- e. The Executive Director or Crisis Management Team should notify the board of Directors

2. The person against whom an allegation has been made (“Respondent”) will immediately be suspended From working with children, youth; or adults with developmental disabilities.

3. If a minor is involved, that person’s parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crisis Management Team.

4. When the Respondent is not certified or is certified through the proper procedures, the Crisis Management Team shall assist the investigation of the complaint and the process to use to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions of resolution shall ultimately rest with the Board of Directors.

5. The person or persons who first report the alleged violation of policy will be asked to document their Knowledge of this incident(s) and provide that documentation to the Crisis Management Team.

6. The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of persons involved. In addition the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made and actions taken by the Crisis Management Team or Certification Authority are to be documented.

7. If a formal complaint is made, the Crisis Management Team shall provide the respondent with of copy of the complaint.

8. If the Respondent voluntarily withdraws from certification, the file shall be so marked and all pertinent data regarding the allegation and steps taken in response to it shall be placed in the person’s certification file and retained.

9. If the Respondent wishes to continue to function as a certified worker, then the Certification Authority, with counsel from the Crisis Management Team, may design a procedure for determining the fitness of the individual for this work. This may include such things as a psychological

assessment, counseling, etc. as deemed appropriate to the circumstances. Payment of the cost of these to be negotiated. Results of this will be made available to the Certification Authority and they, with the Crisis Management Team, shall make the final determination as to whether or not to reinstate a person's certification.

10. Those making the allegations ("Complainant"), the parent(s)/guardian(s) of any minor involved, the Respondent, and any persons who supervise such persons shall be notified of any result of the investigation and final decision of the Certification Authority. In all cases all documentation shall be retained in a confidential, personal file.

11. The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a spokesperson.

12. It shall be the goals of the \_\_\_\_\_ to provide supportive care to both the Complainant and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.

13. If the Complainant should desire to appeal the decision of the Certification Authority, and The Crisis Management Team, Board or legal council will be consulted.

## **CRIMINAL BACKGROUND CHECKS (CBC)**

Who should be screened?

All paid personnel and volunteers who have direct contact with children and vulnerable adults during normal organized events must be screened and have a thorough CBC performed (Recommended screening requirements are shown in Table #1). This includes but is not limited to: clergy, employees, civil servants, board members, counselors, church personnel, religious contractors, and volunteers working with the vulnerable population, etc. To simplify and manage many variables, we recommend that you divide your workers into the following three categories:

**Paid Workers** – Employees of the institution. A paid worker may be called upon to perform almost any duty and is in a position of great trust. Paid workers with youth contact should be screened most diligently.

"Employee" is defined as: Any lay person who is employed by or engaged in ministry in any religious entity, whether part-time or full-time, who is given payment for services rendered, and for whom the religious institution is obligated to withhold payroll taxes. This definition does not include independent contractors, consultants, vendors or other persons who are not subject to the supervision of the religious institution and for whom no such duty to withhold payroll taxes exists.

**Primary Volunteers** – Volunteers with regular contact with youth or vulnerable population. This category also includes volunteers active in higher risk activities: largely unsupervised activities, off-site activities, overnight activities, drivers, etc. Primary volunteers should also be diligently screened.

"Volunteer": Any unpaid person engaged or involved in a activity, and who is entrusted with the care and supervision of children, and/or persons engaged or involved in ministry who have regular individual contact with the elderly or disabled whether in a hospital, nursing home or residential setting either through visiting or through special service visits to them.

**Secondary Volunteers** – Volunteers who have occasional contact with youth or vulnerable population, but never in a one-to-one setting. This category also includes volunteers less than 18 years of age working with participants. Your organization may review the risks and decide to require less diligent screening.

Recommended Screening Requirements for Paid, Primary, and Secondary Workers

Employee / Volunteer Application Form	Yes	Yes	Yes
Employee / Volunteer Release and Consent Waiver Form	Yes	Yes	Yes
Interview	In Depth	In Depth	Brief
References	3	3	2 or more
Employment History	Yes (Last 5 Yrs)	Yes (Last 5 Yrs)	Optional
IntelliCorp Criminal/Court Records Check	Yes	Yes	Optional

(Federal and State Levels)			
Child Abuse Registry Records	Yes	Yes	Optional
Driving Record *unless no driving duties	Yes*	Yes*	Yes*
Drug Screen Test (Note 1)	Yes*	Yes*	Optional

\*WARNING: Table #1’s sample screening requirements are suggestions only. Job descriptions and positions vary from place to place, so it is impossible for the authors to accurately categorize workers at your organization. Each user of this product is responsible for developing appropriate screening and safety policies. Please carefully customize this list to reflect the responsibilities and situations of workers in your organization. Consult legal counsel before implementation.

(Note 1: Federal DOT regulations make drug screening mandatory for some vehicle operators)

How often should background screening checks be completed?

During the initial screening process and annually for all the above persons who have contact with children in programs. Every three years for employees or volunteers that participate in supervised activities with children or vulnerable population. There are no exceptions permitted.

What is the cost of screening?

PIIC has partnered with IntelliCorp to help your institution meet your strict screening requirements at a specially reduced cost. The Platinum Package Search will be conducted for all background screenings. You can view our specially offered services and discount prices by clicking on the attached link:

Intellicorp (PHLY Insured's Pricing)

The cost of failing to screen, and having an incident occur, could:

cause life-long harm or even death to a participant;

cost you personally as the result of a lawsuit; or destroy your organization through financial ruin and a shattered reputation.

## **DISQUALIFIER GUIDELINES**

What results are reasons to be disqualified for a position as employee, volunteer, leader, etc?

A person shall be disqualified and prohibited from serving as a representative of the religious institution, volunteer, and/or affiliated with the institution in any fashion:

Refuses to consent to a personal criminal background search.

Convicted of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threat, and offenses against a minor, kidnapping, or felony of the Controlled Substance Act (including crimes whereby a plea of “No Contest” was entered).

Has been convicted, in any combination, of the following offences: misdemeanor assault and battery, Misdemeanor Theft.

Has been twice convicted, in any combination during the past seven years, of the following offenses: Driving While Intoxicated (DWI) or Driving Under Influence (DUI), or any violation of the Controlled Substance Act.

Judged liable for civil penalties or damages involving sexual or physical abuse of children; or subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection.

Convicted of any lesser crime in which sexual relations is an element, including “victimless” crimes or a sexual nature (including pornography).

Convicted of any lesser crime involving cruelty to animals.

## ***Crisis Management - Self Audit***

Thank you for accessing the Philadelphia Loss Control Crisis Management Self-Audit. The Self-Audit program is designed to provide you with an easy to use, straight forward system to evaluate your crisis management policies and procedures against best practices. Upon completion of this program, you will:

Be familiar with crisis management best practices guidelines;  
Have a summary of recommendations to improve current practices and enhance safety, and security;  
Have information that will improve your ability to respond to emergencies.

This Self-Audit will take approximately 60 minutes and is arranged in a series of yes/no questions separated into the following areas:

Emergency contact information for all employees  
Community first responder contacts  
Emergency evacuation  
Emergency medical  
Security  
Personnel  
Volunteers  
Incident Investigation  
Victim and Victim Family Assistance  
Crisis Media Relations  
Abuse and Molestation

Please be truthful with your answers -- the self- audit will only be useful if you provide honest answers. If a question or series of questions do not apply to your organization, please leave them blank.

The Crisis Management Self-Audit was created to provide a consistent method for evaluating crisis plans and making improvements. The Crisis Management Self-Audit is an effective tool for implementing crisis management best practices that has proven successful for large and small organizations.

Analysis of Results: where you indicate a "No" answer indicated that your Risk Management Program must be strengthened in these areas.

Reports and/or recommendations prepared as a result of the self audit will be based solely upon and limited to those conditions that are reported at the specific date and time of the self audit. Philadelphia Loss Control cannot require compliance with its recommendations and makes no warranties, express or implied, that its analysis, scoring and/or any recommendations it makes in connection therewith, can or will forecast or prevent accidents, injuries, losses, or damages of any kind.

### I. Emergency contact information for all employees

Do you have emergency contact information for all employees including:

- Home Phone  Yes  No
- Cell Phone  Yes  No
- Next of Kin Home Phone  Yes  No
- Next of Kin Cell phone  Yes  No

### II. Community First Responder Contacts

Do you have emergency contact information for:

- Local Police  Yes  No
- State Police  Yes  No
- Emergency or Security Services  Yes  No
- Fire Department  Yes  No
- Emergency Medical Technician Services  Yes  No
- Engineering/Facility Maintenance  Yes  No
- Local Hospitals  Yes  No
- Legal Counsel  Yes  No
- Insurance Company  Yes  No
- Contractor/Building Restoration Specialist  Yes  No

### III. Emergency Evacuation

Do you have a floor plan that identifies the location of:

- Fire Alarms  Yes  No
- Fire Extinguishers  Yes  No
- Emergency exits  Yes  No
- First Aid supplies  Yes  No
- AED  Yes  No

#### IV. Emergency Medical

Do you maintain first aid supplies on-site?

- Yes  
 No

Do you have phone numbers for ambulance services easily available in case they are needed?

- Yes  
 No

Do you have the names, addresses, and phone numbers of emergency rooms at local hospitals?

- Yes  
 No

Do you perform follow-up courtesy telephone calls to inquire about the well being of an injured patron?

- Yes  
 No

Do you collect emergency contact information for customers and/or participants?

- Yes  
 No

Do you have a procedure for logging all medical problems/injuries?

- Yes  
 No

If an employee, volunteer, customer and/or participant is taken to a hospital, do you send an employee to accompany the injured party?

- Yes  
 No

Are any of your employees trained or certified in CPR?

- Yes  
 No

Do you have a posted policy directing employees to wash their hands after using the restroom?

- Yes  
 No

Do you have an AED onsite?

- Yes  
 No

Have employees been trained in the use of the AED?

- Yes  
 No

## V. Security

Do you have an alarm system that is activated when your facility is closed?

Yes

No

Do you have a duress alarm, used in emergencies?

Yes

No

Do you have a dead bolt system on all doors that provide access to the facility?

Yes

No

Do exit doors have panic bars so that evacuations can take place quickly and efficiently?

Yes

No

Do you have appropriate signage in place to indicate those areas that are restricted or require the use of identification to gain access?

Yes

No

Do you have restrictions for visitors to your facility, limiting their access to non-sensitive areas?

Yes

No

Are phone numbers for police easily available in case of an emergency?

Yes

No

Have you invited local police to visit and tour your facility to make security recommendations?

Yes

No

Do you have names and contact information for a private security firm if additional security is necessary?

Yes

No

Do you have a closed circuit security camera system to record accidents or incidents?

Yes

No

If you have a security camera system, do you maintain recordings for at least seven days?

Yes

No

VI. Personnel

Do you require a resume on all employees?

Yes

No

Do you require and check at least two occupational references on all employees?

Yes

No

Do you perform any type of criminal background check on employees?

Yes

No

Are employees required to have a physical examination prior to starting work?

Yes

No

Do you request a medical status report from the pre-employment physical?

Yes

No

Are employees given an employee manual or handbook at the start of their employment?

Yes

No

Do employees carry facility issued identification?

Yes

No

Are all employees provided with a list showing all key phone numbers of other employees such as their immediate supervisors?

Yes

No

Are employees provided with emergency procedures so they can assist in the event of an incident or emergency?

Yes

No

Do you provide employees with training in evacuation procedures?

Yes

No

Do you provide employees with training in the emergency response?

Yes

No

Do you require that employees complete incident response forms when an accident occurs?

- Yes  
 No

Do your employees understand their role in identifying medical emergencies and summoning assistance?

- Yes  
 No

Do your employees understand their role in identifying and addressing hazards?

- Yes  
 No

Do you require drug testing for new employees?

- Yes  
 No

Do you require random drug testing for all employees?

- Yes  
 No

## VII. Volunteers

Do you utilize volunteers? (If no, move on to next section)

- Yes  
 No

Do you require that all volunteers sign waiver and release statements?

- Yes  
 No

Is there a system in place to check that all volunteers have signed waivers and releases?

- Yes  
 No

Do volunteers have facility issued identification?

- Yes  
 No

Are volunteers provided with a list showing all key phone numbers and/or emergency procedures to assist in the event of an incident or emergency?

- Yes  
 No

Do you assign a supervisor for volunteers?

- Yes  
 No

Do you provide volunteers with training in emergency procedures?

- Yes
- No

Do you require that volunteers complete incident response forms when an accident occurs?

- Yes
- No

Do your volunteers understand their role in identifying medical emergencies and summoning assistance?

- Yes
- No

Do your volunteers understand their roles in identifying and addressing hazards?

- Yes
- No

Do you perform any type of criminal background checks on volunteers?

- Yes
- No

### VIII. Incident Investigation

Do you have an incident report form?

- Yes
- No

Has your staff received training on incident response procedures?

- Yes
- No

Do you have a digital or disposable camera to document the scene of any incidents at your facility?

- Yes
- No

Do you obtain witness statements whenever possible regarding an emergency event?

- Yes
- No

Do you maintain incident reports for at least one year following the incident?

- Yes
- No

Do you meet with your staff following a serious incident to conduct a debriefing and gather all relevant information?

- Yes
- No

## IX. Victim and Victim Family Assistance

Do you collect emergency contact information for participants?

- Yes  
 No

Does emergency information on participants include any medication, allergies, or specialized medical conditions?

- Yes  
 No

Do you have a procedure for contacting next of kin in the event of a participant accident involving injury?

- Yes  
 No

If medical assistance is necessary, do you have a plan that provides a staff member to stay with the injured participant?

- Yes  
 No

If hospitalization is required, will you have a staff person accompany the injured party to the hospital?

- Yes  
 No

If necessary, are you prepared to provide transportation to the injured party's next of kin to the hospital?

- Yes  
 No

If extended hospitalization is necessary, will you designate a staff person to act as the liaison from your organization to the injured party's family?

- Yes  
 No

Have you checked with your insurance carrier to identify coverage that are in place for participants who may be injured by:

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Accident                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fire                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Criminal activity (i.e. robbery) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Public health hazard             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Structural failure               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## X. Crisis Media Relations

If a crisis occurs at your facility, are you prepared to deal with media inquiries?

- Yes  
 No

Does your facility have a designated media spokesperson?

- Yes  
 No

If you have a designated spokesperson, has that individual received training for dealing with the media during and after a crisis?

- Yes  
 No

Do you utilize the services of a public relations firm that could handle crisis media relations?

- Yes  
 No

If you have a website, are you prepared to post information regarding an on-site crisis?

- Yes  
 No

If an incident occurs at your facility, are you prepared to respond to media who visit the facility looking for information?

- Yes  
 No

In the event of a high profile crisis that is publicized in both print and broadcast media, are you prepared for telephone inquiries which may come from media outside your immediate community?

- Yes  
 No

Are you prepared to write a press release regarding a crisis at your facility?

- Yes  
 No

Are you prepared to hold a news conference regarding a crisis that occurs at your facility?

- Yes  
 No

## XI. Abuse & Molestation

### Policy

Does the organization have a policy to screen new and existing volunteers that have regular contact, authority or supervision, opportunity to establish trust, or opportunity for one-on-one contact with minors or individuals with intellectual disabilities?

- Yes  
 No

Does the organization have a well-communicated zero tolerance policy relative to abuse and molestation?

- Yes  
 No

Does the organization make new and existing volunteers aware of the aforementioned policies (via the organization's website, newsletter or brochures)?

- Yes
- No

Does the organization's volunteer screening policy require volunteers to be screened on an annual basis?

- Yes
- No

Criminal background check/provider

Does the organization use a criminal background check vendor (other than the State or National Sex Offender Registry) to conduct the required screening?

- Yes
- No

If so, does the check include the following:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Multi-Source Sex Offender Registry Search                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Social Security Number Trace   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| National Database Check  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Address Verification   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Federal Terrorist Database Search  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| State or County Check in jurisdiction with longest, most current residency | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- Yes  No

Does the organization's background screening provider carry Errors and Omissions coverage relative to its professional services and provide proof of such coverage to organization annually??

- Yes
- No

Fitness criteria

Does the volunteer screening policy preclude individuals with the following criminal histories from volunteering for the organization:

Any felony (any crime punishable by confinement greater than one year)?

- Yes
- No

Any lesser crime involving force or threat of force against a person?

- Yes
- No

Any lesser crime involving controlled substances (not paraphernalia or alcohol)?

- Yes
- No

Any lesser crime involving cruelty to animals?

- Yes

No

Any felony or lesser crime in which sexual relations is an element, including "victimless" crimes of a sexual nature (including pornography)?

Yes

No

Any felony or lesser crime involving cruelty to animals?

Yes

No

Any person listed on a state's sex offender registry?

Yes

No

### Procedures

Does the organization's service provider manage the screening process by reviewing results and comparing to fitness criteria, storing results, handling FCRA compliance and appeals, and notifying volunteers of ineligibility?

Yes

No

If not, does the organization have formal policies and procedures for reviewing results and comparing such to the fitness criteria, storing results, handling FCRA compliance and appeals, and notifying volunteers of ineligibility?

Yes

No

Have the individual(s) responsible for carrying out the above-referenced policies received training and/or materials relative to their responsibilities?

Yes

No

Does the organization have a system in place for auditing compliance with the screening policy at the team/league/club level and/or supporting those responsible for carrying it out?

Yes

No

### Training

Does the organization provide direct training to volunteers/staff on what constitutes inappropriate behavior, what to do if you see it, and what to do if it is reported?

Yes

No

Does the organization provide training or information to participants and families relative to prevention of abuse/molestation and what to do if you suspect inappropriate behavior?

Yes

No

Does the organization require families to sign a waiver that outlines the organization's policies/procedures and releases the organization from liability if abuse/molestation occurs despite the organization's best efforts?

- Yes
- No

#### Complaint procedures

Does the organization have a formal plan for responding to an allegation of inappropriate behavior including notifying legal counsel, insurer, and/or law enforcement to help with investigation?

- Yes
- No

Does the organization's formal plan require automatic suspension of individual(s) allegedly involved in perpetrating sexual abuse pending the outcome of the investigation?

- Yes
- No

Do all volunteers and staff receive training on the above-referenced policies and procedures?

- Yes
- No

#### Crisis response

Does the organization have a formal crisis communication plan related to a crisis (including an abuse/molestation incident)?

- Yes
- No

If so, have the individuals who will manage media inquiries related to a crisis (including an abuse/molestation incident) received adequate training?

- Yes
- No

Does the organization conduct a review of any claims to determine if there are areas for improvement in current policies and procedures highlighted by the incident/claims, evaluate the feasibility, and implement recommended changes to mitigate such exposure?

- Yes
- No

## Sample Incident Report Form

Referrers name:
Referrers phone number:
Referrers position:
Name of Alleged Abused
address:
Parents/ care givers names, address and phone number:
CONTACTED YES      NO
Age / date of birth:
Date and time of any incident:
Your observations KEEP FACTUAL:

Exactly what the person / child said (using the child's language) and what you said:  
(Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)

Sign .....

Date .....

Time .....

**DO NOT DELAY IN THE SUBMISSION OF THIS FORM BECAUSE YOU ARE  
UNABLE TO COMPLETE ALL OF THE DETAILS, PLEASE CONTINUE TO NEXT  
PAGE**

Details of alleged / suspected abuser:

Name:

Their position:

Address:

Any other details that you feel will be important:

External agencies contacted in an emergency or when the Designated Officer was not contactable:

Police:

Name and number of contact:

Action Agreed:

Social Services:

Name and number of contact:

Action Agreed:

I can confirm that to the best of my knowledge the information provided above is correct, and that I will be available to answer any further questions on this matter.

Referrers Signature:

Print name:

Date:

## ***Protection Resources for Children, Youth; and Adults with Developmental Disabilities***

The purpose of Child-Protection Resources for Childcare Providers is to provide specific resources about preventing the victimization of Children, Youth; and Adults with Developmental Disabilities in these environments and identifying victims who may be participating in these programs.

This resource list will assist the organizations hosting these programs in their recruitment, screening, training, and supervision of caregivers who interact Children, Youth; and Adults with Developmental Disabilities. It will also provide reporting hotlines, information, and safer facility design ideas.

Such organizations may be an attractive setting for those who seek to victimize Children, Youth; and Adults with Developmental Disabilities. Thus it is imperative for organizations to keep this in mind when recruiting and supervising personnel. And it is also imperative for organizations to do everything in their power to make their programs for Children, Youth; and Adults with Developmental Disabilities the safe and happy experiences they are meant to be.

### **REPORTING CHILD ABUSE AND NEGLECT**

Child Welfare Information Gateway

Children's Bureau/ACYF Eighth Floor 1250 Maryland Avenue, Southwest Washington, DC 20024-2141 Toll-free: 1-800-394-3366 Telephone: 703-385-7565 Fax: 703-385-3206 Internet:

<http://www.childwelfare.gov>

Provides toll-free and local telephone numbers for reporting child abuse and neglect in each state. In most cases the toll-free numbers listed are only accessible from within the state. Also listed are links to state web sites, which may provide additional information.

### **Childhelp USA**

Suite B 15757 North 78th Street Scottsdale, Arizona 85260-1629 Hotline: 1-800-4-A-CHILD (1-800-422-4453) Telephone: 480-922-8212 Fax: 480-922-7061 Internet: <http://www.childhelp.org>

Staffed 24 hours daily by professional crisis counselors, this confidential Hotline is accessible throughout the U.S., its territories, and Canada. Through interpreters, communication is possible in 140 languages.

### **FACILITIES DESIGN**

National Institute of Crime Prevention (NICP)

PO Box 172745 Tampa, Florida 33672-0745 Telephone: 813-294-9757 Internet: <http://www.nicp.net>

E-mail: [info@nicp.net](mailto:info@nicp.net)

Basic and Advanced Crime Prevention Through Environmental Design

Seminars are offered preparing law-enforcement officers, planners, architects, community-oriented policing officers, school-resource officers, security consultants, crime-prevention officers, and educators to work together to "Make Your Community Safer By Design."

### **U.S. General Services Administration (GSA)**

Head Start Information and Publication Center Suite 450 1133 - 15th Street, Northwest Washington, DC 20005-2700 Toll-free: 1-866-763-6481 Telephone: 202-737-1030 Fax: 202-737-1151 Internet:

[http://www.headstartinfo.org/publications/hs\\_design\\_guide/index.htm](http://www.headstartinfo.org/publications/hs_design_guide/index.htm)

The Head Start Center Design Guide, 2nd Edition, is available at the web site for downloading.

## PERSONNEL SCREENING

National Youth Development Information Center (NYDIC) National Human Services Assembly  
Suite 402 1319 F Street, Northwest Washington, DC 20004-1112 Telephone: 202-347-2080 Fax:  
202-393-4517 Internet: <http://www.nassembly.org>  
<http://www.nydic.org>

Screening Volunteers to Prevent Child Sexual Abuse: A Community Guide for Youth Organizations

### Nonprofit Risk Management Center

Suite 210 1130 Seventeenth Street, Northwest Washington, DC 20036-4643 Telephone: 202-785-  
3891 Fax: 202-296-0349 Internet: <http://www.nonprofitrisk.org> E-mail: [info@nonprofitrisk.org](mailto:info@nonprofitrisk.org)  
Staff screening tool kit

### U.S. Office of Juvenile Justice and Delinquency Prevention National Criminal Justice Reference Service (NCJRS)

PO Box 6000 Rockville, Maryland 20849-6000 Toll-free: 1-800-851-3420 TTY: 1-877-712-9279 or  
301-947-8374 Telephone: 301-519-5500 (international callers) Fax: 301-519-5212 Internet:  
<http://www.ncjrs.gov>

From the web-site search function, type Guidelines for Screening of Persons Working with Children,  
the Elderly, and Individuals with Disabilities in Need of Support.

## ADDITIONAL RESOURCES

### American Bar Association (ABA) Center on Children and the Law

740 - 15th Street, Northwest Washington, DC 20005-1019 Telephone: 202-662-1720 Fax: 202-662-  
1755 Internet: <http://www.abanet.org/child> E-mail: [child@abanet.org](mailto:child@abanet.org)

The National Child Welfare Resource Center on Legal and Judicial Issues is dedicated to achieving  
safety, permanence, and well-being for abused and neglected children through improved laws and  
judicial decision-making.

### American Humane Society, Children's Division

63 Inverness Drive East Englewood, Colorado 80112-5117 Toll-free: 1-800-227-4645 Telephone:  
303-792-9900 Fax: 303-792-5333 Internet: <http://www.americanhumane.org>

Through consultation, training, research and evaluation, advocacy, and information dissemination,  
American Humane continues its legacy of child protection.

### Boys & Girls Clubs of America (BGCA)

1275 Peachtree Street, Northeast Atlanta, Georgia 30309-3506 Toll-free: 1-800-854-CLUB (1-800-  
854-2582) Telephone: 404-487-5700 Internet: <http://www.bgca.org> E-mail: [info@bgca.org](mailto:info@bgca.org)

Club programs and services promote and enhance the development of boys and girls by instilling a  
sense of competence, usefulness, belonging, and influence.

### Child Abuse Prevention Association (CAPA)

503 East 23rd Street Independence, Missouri 64055-1175 Toll-free: 1-800-392-3738 (Missouri  
Hotline) Telephone: 816-252-8388 Fax: 816-252-1337 Internet: <http://www.childabuseprevention.org>  
E-mail: [capa@childabuseprevention.org](mailto:capa@childabuseprevention.org)

The mission is to prevent and treat all forms of child abuse by creating changes in individuals,  
families, and society by strengthening relationships and promoting healing.

### Child Welfare League of America (CWLA) National Data Analysis System (NDAS)

Third Floor 440 First Street, Northwest Washington, DC 20001-2085 Telephone: 202-638-2952 Fax: 202-638-4004 Internet: <http://www.cwla.org> or <http://ndas.cwla.org> E-mail: [ndas@cwla.org](mailto:ndas@cwla.org)  
CWLA is an association of more than 900 public and private nonprofit agencies assisting more than 3.5 million abused and neglected children and their families each year with a range of services. The National Data Analysis System (NDAS) is a part of CWLA's National Center for Research, Data, and Technology. NDAS puts child-welfare data and statistics at the fingertips of Internet users and promotes discussion around state and federal data issues in an effort to promote effective integration of research, policy, and practice.

#### Darkness to Light

Suite 200 7 Radcliffe Street Charleston, South Carolina 29403-6183 Helpline: 1-866-FOR-LIGHT (1-866-367-5444) Fax: 843-965-5449 Internet: <http://www.darkness2light.org>  
Darkness to Light's Stewards of Children is a sexual abuse prevention training program educating adults to prevent, recognize, and react responsibly to child sexual abuse and motivating them to take action.

#### Kempe Center

1825 Marion Street Denver, Colorado 80218-1122 Telephone: 303-864-5300 Fax: 303-864-5302 Internet: <http://www.kempe.org> E-mail: [info@kempe.org](mailto:info@kempe.org)  
The Kempe Center works to improve clinical service delivery systems and provide training, education, and consultation programs to prevent and treat child abuse and neglect in Colorado and throughout the nation.

#### National Center for Injury Prevention and Control (NCIPC)

Mailstop K65 4770 Buford Highway, Northeast Atlanta, Georgia 30341-3724 Toll-free: 1-800-CDC-INFO (1-800-232-4636) TTY: 1-888-232-6348 Fax: 770-488-1667 Internet: <http://www.cdc.gov/ncipc> E-mail: [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)  
The Center for Disease Control's Injury Center's free publications are designed for professional health practitioners, researchers, and consumers.

#### National Center for Missing & Exploited Children® (NCMEC)

Charles B. Wang International Children's Building 699 Prince Street Alexandria, Virginia 22314-3175 Hotline: 1-800-THE-LOST® (1-800-843-5678) TTY: 1-800-826-7653 Telephone: 703-274-3900 "Phone free" from Mexico: 001-800-843-5678 From other countries: 001-703-522-9320 Fax: 703-274-2200 Internet: <http://www.missingkids.com> CyberTipline: <http://www.cybertipline.com> NetSmartz: <http://www.NetSmartz.org>  
The National Center for Missing & Exploited Children serves as a clearinghouse of information about missing and exploited children. It provides technical assistance to the public and law-enforcement agencies; distributes photographs of and descriptions about missing children worldwide; and coordinates child-protection education and prevention programs, training, and publications.

#### National Center for Victims of Crime (NCVC)

Suite 480 2000 M Street, Northwest Washington, DC 20036-3307 Toll-free: 1-800-FYI-CALL (1-800-394-2255) TTY: 1-800-211-7996 Telephone: 202-467-8700 Fax: 202-467-8701 Internet: <http://www.ncvc.org> E-mail: [gethelp@ncvc.org](mailto:gethelp@ncvc.org)  
NCVC offers help, information about options, and referrals to local services anywhere in the country.

#### National Human Services Assembly

Suite 402 1319 F Street, Northwest Washington, DC 20004-1112 Telephone: 202-347-2080 Fax: 202-393-4517 Internet: <http://www.nassembly.org> E-mail: [nassembly@nassembly.org](mailto:nassembly@nassembly.org)  
The National Assembly is a learning community where leaders with parallel responsibilities at different national nonprofit human service organizations such as Chief Executive Officers and Human Resources Directors share knowledge and expertise about their work in this sector.

National Sexual Violence Research Center (NSVRC)  
123 North Enola Drive Enola, Pennsylvania 17025-2521 Toll-free: 1-877-739-3895 TTY: 717-909-0715 Telephone: 717-909-0710 Fax: 717-909-0714 Internet: <http://www.nsvrc.org>  
A National Resource Directory and Handbook Preventing Child Sexual Abuse  
Internet: [http://www.nsvrc.org/publications/directories/csa\\_directory/index.html](http://www.nsvrc.org/publications/directories/csa_directory/index.html)  
This resource directory specifically seeks to include and highlight child sexual abuse prevention organizations, programs, initiatives, and resources unique, innovative, and/or available for purchase/to be used as a model for other programs and communities. It primarily includes information about child sexual abuse prevention efforts in the United States. Additional resources from Canada, the United Kingdom, and Australia are also included.

Prevent Child Abuse America (PCAA)  
Suite 200 500 North Michigan Avenue Chicago, Illinois 60611-3703 Telephone: 312-663-3520 Fax: 312-939-8962 Internet: <http://www.preventchildabuse.org> E-mail: [mailbox@preventchildabuse.org](mailto:mailbox@preventchildabuse.org)  
Working with their chapters, PCAA provides leadership to promote and implement prevention efforts at both the national and local levels. Their Healthy Families America Program produces many publications for parents, guardians, and children.

Stop It Now!  
Suite B-319 351 Pleasant Street Northampton, Massachusetts 01060-3900 Confidential Helpline: 1-888-PREVENT (1-888-773-8368) Telephone: 413-587-3500 Fax: 413-587-3505 Internet: <http://www.stopitnow.org> E-mail: [info@stopitnow.org](mailto:info@stopitnow.org)  
These programs reach out to adults who are concerned about inappropriate sexualized behavior in another adult, adolescent, or child and those concerned about their own thoughts or behaviors.

U.S. Department of Justice National Sex Offender Public Registry (NSOPR)  
Internet: <http://www.nsopr.gov>  
This web site provides public access to and the ability to search participating state web sites for public information regarding the presence or location of offenders, who, in most cases, have been convicted of sexually violent offenses committed against adults and children and certain sexual contact and other crimes committed against victims who are minors.

## RESOURCE LIST FOR SPECIAL NEEDS CHILDREN

James Stanfield Company  
PO Box 41058 Santa Barbara, California 93140-1058 Toll-free: 1-800-421-6534 Fax: 805-897-1187  
Internet: <http://www.stanfield.com> E-mail: [maindesk@stanfield.com](mailto:maindesk@stanfield.com)  
Offers a video library of educational materials for challenged and at-risk students.

National Dissemination Center For Children With Disabilities (NICHCY)  
PO Box 1492 Washington, DC 20013-1492 Toll-free: 1-800-695-0285 Fax: 202-884-8441 Internet: <http://www.nichcy.org> E-mail: [nichcy@aed.org](mailto:nichcy@aed.org)

This web site provides links to national resource lists and state resource sheets. NICHCY is the national information and referral center providing information about disabilities and disability-related issues for families, education, and other professionals.

National Rehabilitation Hospital (NRH)

102 Irving Street, Northwest Washington, DC 20010-2949 Telephone: 202-877-1620 Fax: 202-877-1602 Internet: <http://www.nrhrehab.org>

This web site provides links to additional disability resources. NRH conducts research funded by federal and private agencies and offers a full range of services for persons with physical disabilities.