



# **CHILD SAFETY STANDARDS**

[ecap.net](http://ecap.net)

## **Training Checklist**

# Compliance Indicators

|   |  |   |   |
|---|--|---|---|
| <p><b>NC = Non-Compliance</b></p> <p>The characteristic stated in Indicator does not exist or is not in practice.</p> | <p><b>PC = Partial-Compliance</b></p> <p>The characteristic is observed but is not consistent. Policies may be in writing but not followed or practiced. Training is inconsistent. This area needs some improvement to be at the compliance level.</p> | <p><b>C = Compliance</b></p> <p>The characteristic is consistently in practice. Written policies are regularly reviewed. Practices comply with the indicator in quality. Training for ongoing development is evident. A systematic review process has been developed.</p> | <p><b>EC = Exceeds Compliance</b></p> <p>The characteristic is consistent across all staff and volunteers. Leadership goes above and beyond requirements. Results are documented, evaluated, and used for continuous improvement. Related policies are regularly reviewed, carefully implemented, and updated as needed. Training for development is ongoing.</p> |
|---|--|---|---|

# Training Checklist

This checklist is intended as a tool for ECAP Child Safety Standards compliance. The following checklist and categories will assist leadership in implementing and maintaining a child protection program and will serve as a resource in preparation for ECAP accreditation.

The description of each selected indicator on this checklist is an abbreviated version of the Standards, which serve as the basis for ECAP accreditation. Note that each indicator requires some form of documentation in order to measure and verify compliance in order to qualify for accreditation.

## Standard I: Governance

| NC                    | PC                    | C                     | EC                    | Indicator   | Notes |
|-----------------------|-----------------------|-----------------------|-----------------------|---|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>1.1</b> The Organization maintains a commitment to overall good governance, and has governing legal and spiritual documents in place.                          |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>1.10</b> Any allegations of Child abuse, investigations, or inquiries are documented, and the files are kept permanently in a separate, confidential location. |       |

## Standard IV: Training

| NC                    | PC                    | C                     | EC                    | Indicator  | Notes |
|-----------------------|-----------------------|-----------------------|-----------------------|--|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.1</b> The Organization maintains a written policy for required training for Workers before having access to Children. (See Indicator for training requirements).  |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.2</b> The Organization's training protocol provides for training on these topics (see below indicators) from a qualified trainer to all Workers with access to Children. The Organization maintains a schedule of mandatory training for all Workers.<br><br>The Organization documents training attendance, and ensures that Workers are made aware of handbooks and policies. |       |

| NC                    | PC                    | C                     | EC                    | Indicator   | Notes |
|-----------------------|-----------------------|-----------------------|-----------------------|---|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.3</b> The Organization's training protocol includes causes, signs, symptoms, and effects on victims.   |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.4</b> The Organization's training protocol includes Child abuse reporting and the consequences for failing to report. The Organization identifies the Child Safety Coordinator, and trains Workers on the role of the Child Safety Coordinator in reporting abuse. |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.5</b> The Org.'s training protocol includes a Zero Tolerance Policy for Child Sexual Abuse. The Org.'s training protocol includes disciplinary actions for violations involving Child abuse.   |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.6</b> The Organization's training protocol includes awareness that Workers have no right of privacy or confidentiality regarding their own violations of Child Safety protocols.   |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.7</b> The Organization's training protocol addresses ethical considerations as well as legal compliance.   |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.8</b> The Organization's training protocol includes health and hygiene training.   |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.9</b> The Organization's training protocol includes training to all Workers on access control, and visitor identification procedures.  |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.10</b> The Organization's training protocol addresses sharing information internally or externally (apart from and in addition to any mandatory reporting) that may be confidential, private, defamatory, or otherwise harmful.                                    |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.11</b> The Organization's training protocol includes interactions with Children outside of regularly scheduled ministry programming.   |       |

| NC                    | PC                    | C                     | EC                    | Indicator  | Notes |
|-----------------------|-----------------------|-----------------------|-----------------------|--|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.12</b> The Organization's training protocol addresses communication between Children and Workers outside of regularly scheduled ministry Programming. |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.13</b> The Organization's training protocol includes guidelines for home visitation.  |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.14</b> The Organization provides training to those responsible for handling applications, screening, and interviews.                                  |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.15</b> The Organization uses age-appropriate safe-and-secure training for Children and their parents that includes principles of abuse prevention.    |       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4.16</b> The Organization addresses boundaries critical to creating a safe environment with Parents and Children.                                       |       |