



**CHILD SAFETY
STANDARDS**

ecap.net

Governance Self-Study Checklist

Compliance Indicators

| | | | |
|---|--|---|---|
| <p>NC = Non-Compliance</p> <p>The characteristic stated in Indicator does not exist or is not in practice.</p> | <p>PC = Partial-Compliance</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>C = Compliance</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>EC = Exceeds Compliance</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> |
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Governance Self-Study Checklist (Beta v.1.2)

This checklist is intended as an aid for ECAP Child Safety Standards compliance preparation. Leadership and administrators should use this tool to determine if organizational Policies and Procedures contain elements of ECAP Standards.

The description of each selected Indicator on this checklist is an abbreviated version of our official Standards, which are authoritative in determining whether an organization qualifies for ECAP accreditation.

Standard I: Governance

| NC | PC | C | EC | Description | Examples of Evidence | Notes |
|-----------------------|-----------------------|-----------------------|-----------------------|---|---|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.1 The Org. maintains a commitment to overall good governance, and has governing, legal, and spiritual documents in place.</p> | <ul style="list-style-type: none"> Articles of Incorporation, Charter, Constitution, Bylaws, Statement of Faith and Beliefs, Code of Conduct, or Lifestyle Statement(s) Board meeting dates and meeting minutes (with attendance records) Board development plan, including orientation and training | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.2 The Org. maintains spiritual and biblical value statements that define its commitment to protecting Children.</p> | <ul style="list-style-type: none"> Value Statements regarding the value of Children in Child Protection Policies Code of Conduct that defines abuse as unacceptable, and other clear guidelines. | |

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|-----------------------|-----------------------|-----------------------|-----------------------|--|---|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.3 The Org. Board institutes a Child Safety Program and approves policies and procedures.</p> <p>The Org. appoints a qualified Worker to serve as Child Safety Coordinator.</p> | <ul style="list-style-type: none"> • Documented Child Safety policies and procedures • Policies and Procedures define roles and responsibilities of 1) board members, 2) executive leadership, and 3) Workers. • Child Safety Coordinator and Child Safety Team are appointed (documented), with oversight responsibility of the Child Safety Program. | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.4 The Org. is insured by a general liability policy, and sexual abuse/molestation coverage.</p> <p>The Org.'s protocols are to maintain records of insurance policies and claims information permanently and securely.</p> | <ul style="list-style-type: none"> • Documentation of (i) a general liability policy and (ii) Sexual Abuse/ molestation coverage in place. • Documentation of industry standards concerning these insurance policies for the individual Organization. • Records of insurance policies and claims are securely retained. | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.5 The Org. provides for annual review of policies and procedures and compliance thereto, by the Child Safety Team with results provided to the Board.</p> | <ul style="list-style-type: none"> • Policies require annual review of policies and procedures and compliance by the Child Safety team. • Evidence of annual review reports (with dates) and minutes from Board meetings (with dates) indicating annual review results were submitted to the board. | |

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|-----------------------|-----------------------|-----------------------|-----------------------|--|--|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1.6 The Org. maintains Personnel records of employment and other related work materials for every Worker. | <ul style="list-style-type: none"> Personnel records (application, consent forms, interview notes, reference checks, waivers, background check, signed policies, training records, discipline) for all employees and workers are documented and accessible. Records are stored in a locked cabinet or stored on a server securely and regularly backed up. | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1.7 Any allegations of Child abuse, investigations, incident reports, or inquiries are documented, and the files are maintained permanently, securely, and confidentially. | <ul style="list-style-type: none"> Files of Child abuse allegations, investigations, incident reports, or inquiries are documented. | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1.8 As applicable, participant, student, or camper records should be maintained. | <ul style="list-style-type: none"> Participant, student, or camper records (registration, waivers, applications, check in/check out records, or other related documentation that includes program activities, dates, contact information, etc.), digitally or physically retained. | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1.9 In P&P, the Org. sets forth an explicit commitment to take reasonable measures to manage safety for Children in the Org,'s care, take reasonable measures to protect Workers, and respond appropriately to allegations of abuse or neglect. | <ul style="list-style-type: none"> Policies and procedures reflect a commitment to safety for Children and Workers, with response procedures for allegations of abuse or neglect in place. | |
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|-----------------------|-----------------------|-----------------------|-----------------------|--|---|-------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.10 Officers, leaders, and workers must understand and agree in writing to the Org.'s P&P surrounding Child safety.</p> <p><i>See ECAP Child/ Youth Worker Code of Conduct acknowledgement form.</i></p> | <ul style="list-style-type: none"> Written, signed, and dated policy and procedure acknowledgement forms from all Officers, leaders, and Workers. | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.11 The Org. requires that any outside or unaffiliated org., such as churches and other ministry groups with participating Children, confirm that it has and complies with Child Protection policies and protocols.</p> | <ul style="list-style-type: none"> Required Facility Use Form for outside users. Evidence that these Facility Use Forms are used with date and signature of leader or officer. Facility Use Forms include an acknowledgement and signed agreement to comply with the Child Protection Plan. | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.12 Policies contain clear and accurate legal definitions of abuse, Child Neglect, and maltreatment.</p> | <ul style="list-style-type: none"> Acceptable legal definitions of abuse, Child Neglect, and maltreatment are included in policies. (See ECAP "Definitions") | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>1.13 The Org. maintains an internal complaint policy that involves a publicly shared communication channel for receiving complaints, and an internal review team that will evaluate and manage complaints.</p> | <ul style="list-style-type: none"> Internal Complaint Policy Complaint communication channel Communication of complaint channel such as phone number or email. | |