



**CHILD SAFETY
STANDARDS**

ecap.net

Operations 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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Operations 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 II: Child Safety Operations

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>2.1 The Org. ensures that designated Children’s areas are well-lit and fully visible in appropriate physical space. Age-appropriate access controlled areas are managed by check-in/check-out procedures, with attendance recorded.</p>	<ul style="list-style-type: none"> Designated Children’s space is well-lit and fully visible. No places for children to hide or for adults to isolate a child within the access-controlled area. Designated Children’s space is access-controlled, and managed by check-in/check-out procedures with documented attendance and check-in/check-out dates and times. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>2.2 The Org.’s policies address visitor access to designated access control areas. Visitors are visibly identified by the Org.</p>	<ul style="list-style-type: none"> Policies address visitor access, including access to Children, check-in/check-out, and visible visitor identification. Visitor sign-in sheets, name tags, and other supplies are present at access control check points. 	

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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.3 The Org.'s policies address restroom privacy and accessibility. This would include diapering policies for babies and younger children.	<ul style="list-style-type: none"> • Documented restroom and diapering policies for babies and younger children. • Facility restrooms provide privacy, with locking doors, based on age appropriateness. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.4 Policies define appropriate Worker/Child ratios.	<ul style="list-style-type: none"> • Policies document acceptable Worker/Child Ratios. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.5 Org. policies require that minor Workers serving Children are to be supervised by another adult Worker.	<ul style="list-style-type: none"> • Policies require minor Workers serving Children to be supervised by an adult Worker. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.6 The Org. takes reasonable measures to monitor the premises.	<ul style="list-style-type: none"> • Video monitoring, patrols, law enforcement presence, staffing, and other measures may be provided and documented along with Worker training. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>2.7 The Org. ensures that access to the Internet and other technology within the Organization are appropriately controlled to provide for the safety of Children.</p> <p>Use of technology will be properly monitored.</p>	<ul style="list-style-type: none"> • Policies reflect rules for technology use. • The Organization's technology has content blockers. • Workers are trained on how to handle if technology is being used inappropriately by another Worker or Child. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.8 Org. policies include appropriate provision for special events that may be open to the public.	<ul style="list-style-type: none"> • Provision is made for events that are not a part of the ministry's regular short-term (weekly or monthly) schedule. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.9 The Org.'s policies address ministry use of picture and video images of Children.	<ul style="list-style-type: none"> • Policies address the use of pictures and videos of Children. 	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.10 Org. policies identify when ministry offsite activities must be pre-approved by designated leadership. Policies clarify that Child safety standards apply only to pre-approved, ministry sponsored activities.	<ul style="list-style-type: none"> • Policies clarify when offsite activities must be pre-approved by designated leadership • Policies clarify that Child safety standards are applied to offsite activities when approved by leadership, and that Parents retain responsibility for Children when not authorized by leadership. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.11 Org. policies require Parents to be notified prior to offsite activities.	<ul style="list-style-type: none"> • Policies require notification of Parents prior to offsite activities. • Emails, letters, flyers providing information regarding offsite events 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.12 When conducting offsite activities, relevant forms must be accessible to those Workers supervising offsite trips.	<ul style="list-style-type: none"> • Policies indicate the relevant forms for offsite activities, and require Workers to have these readily accessible, either digitally or physical copies. • Examples: Medical forms, waivers, emergency contact information, insurance details, and organizational emergency contact instructions. • Workers serving on offsite activities are trained on handling relevant forms. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.13 Org. policies require appropriate supervision for Children, including appropriately adjusted ratios of Workers to Children for offsite activities.	<ul style="list-style-type: none"> • Policies require supervision and ratio guidelines for offsite activities. 	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.14 Organizational policies require specific guidelines for overnight activities (see Indicator).	<ul style="list-style-type: none"> • Policies require guidelines for overnight activities, complying to the details listed. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.15 Organizational policies provide guidance on transportation of Children.	<ul style="list-style-type: none"> • Policies require these guidelines for transportation. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.16 Organizational policies require specific guidelines regarding home/small groups (see Indicator).	<ul style="list-style-type: none"> • Policies require these guidelines for home/small groups. • List of approved events and activities are maintained on record. • List of screened and trained Workers are retained on file. 	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.17 The Org. communicates to Parents an overview of Child Safety Program and how to provide age-appropriate abuse prevention education for Children.	<ul style="list-style-type: none"> • The Organization has a prepared letter that is sent out to Parents that provide an overview of the Child Safety Program. • This letter is sent out on a regular basis to Parents. This may be annually, when first registering for program activities, start of school, etc. 	