



**CHILD SAFETY  
STANDARDS**

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

## **Policies and Procedures Self-Study 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>
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# Policies and Procedures 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><b>1.3</b> 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"> <li>• Documented Child Safety policies and procedures</li> <li>• Policies and Procedures define roles and responsibilities of 1) board members, 2) executive leadership, and 3) Workers.</li> <li>• Child Safety Coordinator and Child Safety Team are appointed (documented), with oversight responsibility of the Child Safety Program.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>1.5</b> 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"> <li>• Policies require annual review of policies and procedures and compliance by the Child Safety team.</li> <li>• Evidence of annual review reports (with dates) and minutes from Board meetings (with dates) indicating annual review results were submitted to the board.</li> </ul>	

<input type="radio"/> NC <input type="radio"/> PC <input type="radio"/> C <input type="radio"/> EC	Description	Examples of Evidence	Notes
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>1.6</b> The Org. maintains Personnel records of employment and other related work materials for every Worker.	<ul style="list-style-type: none"> <li>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.</li> <li>Records are stored in a locked cabinet or stored on a server securely and regularly backed up.</li> </ul>	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>1.7</b> 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"> <li>Files of Child abuse allegations, investigations, incident reports, or inquiries are documented.</li> </ul>	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>1.8</b> As applicable, participant, student, or camper records should be maintained.	<ul style="list-style-type: none"> <li>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.</li> </ul>	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<b>1.9</b> 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"> <li>Policies and procedures reflect a commitment to safety for Children and Workers, with response procedures for allegations of abuse or neglect in place.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>.110</b> Officers, leaders, and Workers must understand and agree in writing to the Org.'s P&amp;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"> <li>Written, signed, and dated policy and procedure acknowledgement forms from all Officers, leaders, and Workers.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>1.11</b> 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"> <li>Required Facility Use Form for outside users. Evidence that these Facility Use Forms are used with date and signature of leader or officer.</li> <li>Facility Use Forms include an acknowledgement and signed agreement to comply with the Child Protection Plan.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>1.12</b> Policies contain clear and accurate legal definitions of abuse, Child Neglect, and maltreatment.</p>	<ul style="list-style-type: none"> <li>Acceptable legal definitions of abuse, Child Neglect, and maltreatment are included in policies.</li> <li>(See ECAP "Definitions")</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>1.13</b> 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"> <li>Internal Complaint Policy</li> <li>Complaint communication channel</li> <li>Communication of complaint channel such as phone number or email.</li> </ul>	

## 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"/>	<b>2.2</b> The Org.'s policies address visitor access to designated access control areas. Visitors are visibly identified by the Org.	<ul style="list-style-type: none"> <li>• Policies address visitor access, including access to Children, check-in/check-out, and visible visitor identification.</li> <li>• Visitor sign-in sheets, name tags, and other supplies are present at access control check points.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.3</b> 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"> <li>• Documented restroom and diapering policies for babies and younger children.</li> <li>• Facility restrooms provide privacy, with locking doors, based on age appropriateness.</li> </ul>	
				<b>2.4</b> Policies define appropriate Worker/Child ratios.	<ul style="list-style-type: none"> <li>• Policies document acceptable Worker/Child Ratios.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.5</b> Org. policies require that minor Workers serving Children are to be supervised by another adult Worker.	<ul style="list-style-type: none"> <li>• Policies require minor Workers serving Children to be supervised by an adult Worker.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.6</b> The Org. takes reasonable measures to monitor the premises.	<ul style="list-style-type: none"> <li>• Video monitoring, patrols, law enforcement presence, staffing, and other measures may be provided and documented along with Worker training.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.8</b> Org. policies include appropriate provision for special events that may be open to the public.	<ul style="list-style-type: none"> <li>• Provision is made for events that are not a part of the ministry's regular short-term (weekly or monthly) schedule.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.9</b> The Org.'s policies address ministry use of picture and video images of Children.	<ul style="list-style-type: none"> <li>• Policies address the use of pictures and videos of Children.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.10</b> 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"> <li>• Policies clarify when offsite activities must be pre-approved by designated leadership</li> <li>• 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.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.11</b> Org. policies require Parents to be notified prior to offsite activities.	<ul style="list-style-type: none"> <li>• Policies require notification of Parents prior to offsite activities.</li> <li>• Emails, letters, flyers providing information regarding offsite events.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.13</b> Org. policies require appropriate supervision for Children, including appropriately adjusted ratios of Workers to Children for offsite activities.	<ul style="list-style-type: none"> <li>• Policies require supervision and ratio guidelines for offsite activities.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.14</b> Organizational policies require specific guidelines for overnight activities (see Indicator).	<ul style="list-style-type: none"> <li>• Policies require guidelines for overnight activities, complying to the details listed.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.15</b> Organizational policies provide guidance on transportation of Children.	<ul style="list-style-type: none"> <li>• Policies require these guidelines for transportation.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>2.16</b> Organizational policies require specific guidelines	<ul style="list-style-type: none"> <li>• Policies require these guidelines for home/small groups.</li> </ul>	

# Standard III: Screening

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.1</b> The Org. screens all Workers.	<ul style="list-style-type: none"> <li>Record of screening and screening results for all Workers.</li> <li>Testimony from Workers confirming screening process.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.2</b> The Org. implements a robust process for screening Workers before having access to Children.	<ul style="list-style-type: none"> <li>Screening process for Workers is documented.</li> <li>Policies and training prohibit access to Children before the screening process is completed.</li> <li>Policies accurately describe Workers' responsibilities, including screening requirements, and require Workers to notify the Organization concerning potential change in qualification to work with Children.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.3</b> The Org. maintains a stated policy addressing a Volunteer Waiting Period.	<ul style="list-style-type: none"> <li>Policies define a Volunteer waiting period.</li> <li>Testimony of Workers that indicate sufficient waiting period.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.14</b> The Org. maintains thresholds for disqualifying candidates who have negative screening results.	<ul style="list-style-type: none"> <li>Policies and procedures to evaluate application/screening results are maintained.</li> <li>Automatic disqualifiers and offenses that require further evaluation are defined.</li> </ul>	



NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.15</b> Policies do not allow convicted sex offenders to work with Children.	<ul style="list-style-type: none"> <li>• Policies prohibit sex offenders from working with Children.</li> <li>• Policies state whether or not sex offenders are allowed to attend programming.</li> <li>• If sex offenders are allowed to attend programming, policies provide restrictions concerning contact with Children, and guidelines concerning monitoring by another Adult (including restroom policies).</li> </ul>	

## Standard IV: Training

NC	PC	C	EC	Description	Examples of Evidence	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).	<ul style="list-style-type: none"> <li>• Policies prohibit potential Workers' access to Children (while in the Organization's custody) until required training is completed.</li> <li>• Worker Code of Conduct.</li> <li>• Documented acknowledgement of Code of Conduct and procedures for violations of safety policies.</li> <li>• Training materials include consequences of breaking the Code of Conduct.</li> <li>• Training materials emphasize the importance of proactive Child Safety.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>4.5</b> The Org.'s training protocol includes a Zero Tolerance Policy for Child Sexual Abuse.</p> <p>The Org.'s training protocol includes disciplinary actions for violations involving Child abuse.</p>	<ul style="list-style-type: none"> <li>• Training materials include a Zero Tolerance policy regarding Child Sexual Abuse.</li> <li>• Training materials include disciplinary action for violations of the Organization's Code of Conduct.</li> </ul>	

## Standard V: Response

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>5.1</b> The Org.'s Response Plan is written and meets Indicator requirements (see Indicator).</p>	<ul style="list-style-type: none"> <li>• A written Response Plan that meets all requirements.</li> </ul>	
				<p><b>5.2</b> The Org. identifies a crisis response team who is prepared to respond in the event of an incident, and outlines the roles and responsibilities of the team.</p>	<ul style="list-style-type: none"> <li>• Crisis Response Team is identified.</li> <li>• Members of the Crisis Response Team understand their role and responsibilities.</li> </ul>	
				<p><b>5.3</b> The Org.'s Response Plan identifies how to handle internal and external communications.</p>	<ul style="list-style-type: none"> <li>• Response Plan identifies how to handle internal and external communications.</li> </ul>	
				<p><b>5.4</b> The Org.'s Response Plan identifies compliance measures for potential criminal and civil investigations.</p>	<ul style="list-style-type: none"> <li>• The Organization's Response Plan identifies compliance measures for potential criminal and civil investigations, including Records Retention policy, confidentiality protocols, protection of attorney-client privilege, and cooperation with authorities.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.5</b> The Org.'s Response Plan identifies proper measures to take related to investigations.	<ul style="list-style-type: none"> <li>The Organization's protocols address how to receive and respond to allegations of abuse or neglect.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.6</b> The Org. identifies the legal duties of its officers, leaders, and Workers to report suspected abuse, as Mandatory Reporters. The Org. clearly defines the differences between Mandatory Reporting and non-mandatory, moral/ethical reporting.	<ul style="list-style-type: none"> <li>Legal duties of officers, leaders, and Workers to support suspected abuse are documented.</li> <li>Mandatory and non-mandatory ethical reporting requirements are outlined in policies.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.7</b> The Organization requires the Child Safety Coordinator to support reporting all instances of suspected abuse. The Incident Response Plan makes clear that an individual Mandated Reporter will still have independent reporting responsibilities.	<ul style="list-style-type: none"> <li>The Child Safety Coordinator proactively encourages reporting of suspected abuse.</li> <li>Response Plan clarifies Mandated Reporting responsibilities.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.8</b> The Org.'s Response Plan identifies how to address notifying the alleged Victim's Parent(s) if the Victim is a Child.	<ul style="list-style-type: none"> <li>The Incident Response Plan identifies how to address notifying the alleged Victim's Parent(s) if the Victim is a Child.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.9</b> The Org.'s Response Plan identifies how to handle notifications within the Organization.	<ul style="list-style-type: none"> <li>The Organization's Response Plan identifies how to handle notifications within the Organization, including members, Board, and other stakeholders.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.10</b> The Org.'s Response Plan provides for timely, formal, and verifiable notification to its insurance provider of an abuse incident, legal claim or threat of litigation.	<ul style="list-style-type: none"> <li>The Organization's Response Plan provides for timely, formal, and verifiable notification to its insurance provider of any abuse incident, legal claim or threat of litigation.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.11</b> The Org.'s policy provides for investigation from law enforcement or CPS as taking priority over an Org. investigation.	<ul style="list-style-type: none"> <li>• Policies and protocols provide for outside investigations.</li> <li>• These make clear that an outside investigation takes priority over an internal investigation.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>5.12</b> The Org.'s policy addresses specific parameters for its own investigation, such as to care for Victims, address offenders, mitigate risk, and develop written reports for all investigations.	<ul style="list-style-type: none"> <li>• Policies and protocols provide for internal and independent investigations.</li> <li>• These include care for Victims, addressing offenders, mitigating risk, and developing written reports.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>5.13*</b> This Indicator only applies to some churches. See Indicator.</p> <p>If the Organization is a church, it defines its confessional or clergy-penitent privilege doctrinally and in policy so that both clergy and those confiding understand the limits of confidentiality.</p>	<ul style="list-style-type: none"> <li>• Only applicable for churches</li> <li>• Clergy-penitent privilege is defined in doctrinal statements and policy.</li> <li>• Clergy-penitent privilege is in accordance with local and state laws.</li> <li>• Limits of confidentiality are defined in doctrinal statements and policy.</li> </ul>	