



**CHILD SAFETY  
STANDARDS**

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

## **Screening 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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# Screening 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"/>	<b>1.2</b> The Org. maintains spiritual and biblical value statements that define its commitment to protecting Children.	<ul style="list-style-type: none"> <li>Value Statements regarding the value of Children in Child Protection Policies</li> <li>Code of Conduct that defines abuse as unacceptable, and other clear guidelines.</li> </ul>	
<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>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<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>	

### 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>	
				<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>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<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>3.4</b> The Org.'s written application calls for specific applicant identity verification.	<ul style="list-style-type: none"> <li>• Written application requires legal name, current address, places of residence for at least the previous 5 years.</li> <li>• Copies of government-issued photo ID are retained with written applications.</li> <li>• Examples of completed applications with the above requirements are retained.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.5</b> The Org.'s written application calls for the applicant's work and volunteer history for at least the previous five (5) years.	<ul style="list-style-type: none"> <li>• Written application requires work and volunteer history for at least the previous 5 years, including the name and address of Organizations, the contact information of supervisors, the nature of position, and the duration and reason for leaving.</li> <li>• Examples of completed applications with the above requirements are retained</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.6</b> The Org.'s written application requires two to four professional and personal reference checks.	<ul style="list-style-type: none"> <li>• Written application requires two to four professional and personal reference checks.</li> <li>• Examples of completed applications with the above requirements are retained.</li> <li>• Documentation or notes of the Organization following up on reference checks during an applicant's screening process.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.7</b> The Org calls for relevant information related to character.	<ul style="list-style-type: none"> <li>• Application process requires information from the applicant related to personal spiritual character</li> <li>• Examples of completed applications with the above requirements are retained.</li> <li>• Notes captured from interviews should be recorded and stored in Worker files.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.8</b> The Org. uses a standard set of questions in reference checks. The Org. will evaluate responses from references for “red flags.”	<ul style="list-style-type: none"> <li>• A standard set of questions for reference checks are documented.</li> <li>• Documentation of the Organization using these questions during the screening process.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.9</b> The Org. maintains a standard set of questions to be used in interviews, with a follow-up interview based on any possible “red flags” or problem areas.	<ul style="list-style-type: none"> <li>• A standard set of interview questions is documented.</li> <li>• Documentation of using the standard set of interview questions in the screening process.</li> <li>• Interviews conducted on all applicants within 12 months of audit.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.10</b> The Org. provides for exceptions to personal interviews in limited circumstances.	<ul style="list-style-type: none"> <li>• The Organization defines acceptable reasons for exception.</li> <li>• Documentation for exemptions are recorded in Worker files.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.11</b> The Org. selects a reputable background check screening provider on the basis of generally accepted criteria.	<ul style="list-style-type: none"> <li>The Organization documents its selection of a reputable background check screening provider.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>3.12</b> The Org. requires background checks to be carried out by an external provider every 3-5 years for all Workers. (See Indicator for specific requirements)	<ul style="list-style-type: none"> <li>Policies require background checks for all Workers, except Child Workers, every three to five years.</li> <li>Background checks are documented with date, time, and retained in Worker files.</li> <li>Legally compliant background check authorization forms are documented.</li> <li>Examples of background checks and authorization forms are documented.</li> <li>Background check renewal is included in training materials.</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>	
<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>4.14</b> The Organization provides training to those responsible for handling applications, screening, and interviews.	<ul style="list-style-type: none"><li>• Training requirements for screeners are documented.</li><li>• Records of individual screener training materials are kept.</li><li>• The Organization's screener training materials include "red flags."</li></ul>	