



# **CHILD SAFETY STANDARDS**

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

## **Training 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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# Training 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>1.1</b> 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"> <li>Articles of Incorporation, Charter, Constitution, Bylaws, Statement of Faith and Beliefs, Code of Conduct, or Lifestyle Statement(s).</li> <li>Board meeting dates and meeting minutes (with attendance records).</li> <li>Board development plan, including orientation and training.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>1.10</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>	

# Standard IV: Training

NC    PC    C    EC	Description	Examples of Evidence	Notes
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><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).</p>	<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>	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><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. The Organization documents training attendance, and ensures that Workers are made aware of handbooks and policies.</p>	<ul style="list-style-type: none"> <li>• Training materials cover the topics listed.</li> <li>• Trainer is qualified.</li> <li>• Mandatory Child Abuse Training is regularly scheduled.</li> <li>• Documentation of training attendance.</li> <li>• Workers are aware of handbooks and policies.</li> </ul>	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p><b>4.3</b> The Organization's training protocol includes causes, signs, symptoms, and effects on victims.</p>	<ul style="list-style-type: none"> <li>• Training materials include causes, signs, symptoms, and effects of Child abuse, with written policy guidance.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
					<ul style="list-style-type: none"> <li>• Training materials include physical and behavioral signs that could be indicators of abuse.</li> <li>• If these things are observed, training materials include response guidelines.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>4.4</b> The Organization’s training protocol includes Child abuse reporting and the consequences for failing to report.</p>	<ul style="list-style-type: none"> <li>• Training materials include guidelines on Child Abuse reporting, including the consequences for failing to report.</li> <li>• Training materials identify the organization’s Child Safety Coordinator and explains the role of the Child Safety Coordinator.</li> </ul>	
<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>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><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.</p>	<ul style="list-style-type: none"> <li>• Training materials include “No Right to Privacy” language regarding their violations of Child safety protocols.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>4.7</b> The Organization’s training protocol addresses ethical considerations as well as legal compliance.</p>	<ul style="list-style-type: none"> <li>• Training materials include ethical considerations, legal compliance, the danger of rationalizing unethical behavior, and biblical sexual ethics.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	Notes
<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.	<ul style="list-style-type: none"> <li>• Training materials include adequate health and hygiene safety.</li> </ul>	
<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.	<ul style="list-style-type: none"> <li>• Training material includes access control and visitor protocols.</li> <li>• Staff and volunteers are able to articulate access control and visitor protocols.</li> </ul>	
<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.	<ul style="list-style-type: none"> <li>• Training materials address sharing information internally or externally that may be confidential, private, defamatory, or otherwise harmful, including legal duties and appropriate communications for the Organization, its leaders, Workers, and members.</li> <li>• Training materials give particular attention to protecting the privacy of Children.</li> </ul>	
<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.	<ul style="list-style-type: none"> <li>• Training materials include guidelines regarding contact with Children outside of regularly scheduled ministry programming.</li> <li>• Workers are still required to follow the Code of Conduct outside of ministry programming.</li> </ul>	

NC	PC	C	EC	Description	Examples of Evidence	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.	<ul style="list-style-type: none"> <li>• Training materials include communication guidelines between Children and Workers, including social media contact, online engagement, electronic communication, and written communication.</li> </ul>	
<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.	<ul style="list-style-type: none"> <li>• Training materials include guidelines for home visitation.</li> </ul>	
<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>	
<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.	<ul style="list-style-type: none"> <li>• Safe-and-Secure Training for parents and children is in place.</li> </ul>	
<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.	<ul style="list-style-type: none"> <li>• Training materials include guidelines for home visitation.</li> </ul>	