

ASSESSMENT CHECKLISTS & SCORECARD



**EVANGELICAL COUNCIL
FOR ABUSE PREVENTION**

Assessment Checklists

Based on Child Safety Standards Version 2, released January 2023

Taken from “Road Map to Child Safety.” Learn more at ecap.net/roadmap

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 left column has four options, abbreviated: Non-Compliant (NC), Partial Compliance (PC), Compliant (C), or Exceeds Compliance (EC) which represents satisfying suggested best practice. It is possible for one or more of these indicators to be non-applicable to your organization. You may also note N/A if you don’t think the Indicator applies to your context.

There are corresponding point values listed with the choices in the left column. Exceeds Compliance gives you “extra credit.” Tally your results for each Standard then total them at the end to determine your compliance grade.

A: 69-77

B: 62-68

C: 54-61

D: 46-53

F: 0-45

Standard 1 - Governance

Compliance			Indicator	Notes
NC	PC	C	1.1 The Organization maintains a commitment to overall good governance, and has governing, legal, and spiritual documents in place.	
0	.5	1		
NC	PC	C	1.2 The Organization maintains spiritual and biblical value statements that define its commitment to protecting Children as image bearers of God. These values are reflected in standards including Codes of Conduct, defining sexual or abuse-related offenses as unacceptable, maintaining acceptable boundaries with and among Children and Workers, and including clear spiritual guidelines.	
0	.5	1		

Compliance				Indicator	Notes
NC 0	PC .5	C 1		1.3 The Organization Board institutes a Child Protection Program and approves policies and procedures. These policies and procedures outline roles and responsibilities related to Child protection for the board members, executive leadership, and Workers. The Organization appoints a qualified Worker to serve as Child Safety Coordinator, and establishes a Child Safety Team to maintain and oversee the Child Protection Program.	
NC 0	PC .5	C 1		1.4 The Organization is insured by (i) a general liability policy and (ii) Sexual Abuse/molestation coverage, each with appropriate coverage limits. The Organization's protocols are to maintain records of insurance policies and claims information permanently and securely, as part of the Organization's Record Retention policy.	
NC 0	PC .5	C 1	EC 1.5	1.5 The Organization provides for annual review of policies and procedures and compliance thereto, by the Child Safety Team with results provided to the Board.	
NC 0	PC .5	C 1		1.6 The Organization maintains Personnel records of employment and other related work materials for every Worker, including application, consent forms, interview notes, reference checks, waivers, background check, signed policies, training records, and discipline. Documents are kept in a secure, locked cabinet, or, if kept electronically, are stored securely and backed up on a regular basis.	
NC 0	PC .5	C 1		1.7 Any allegations of Child abuse, investigations, incident reports, or inquiries are documented, and the files are maintained permanently, securely, and confidentially.	
NC 0	PC .5	C 1		1.8 As applicable, participant, student, or camper records should also be maintained.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	1.9 In policies and procedures, the Organization sets forth an explicit commitment to take reasonable measures to manage safety for Children in the Organization's care, take reasonable measures to protect Workers in Children's ministry and respond appropriately to allegations of abuse or Child Neglect. The Organization maintains a Zero Tolerance policy for Child Sexual Abuse. The Organization will terminate any Worker who is a Child Sexual Abuse offender who has admitted to, had a finding of, or been convicted of Child Sexual Abuse.	
NC 0	PC .5	C 1	1.10 Governing Board members and Workers must understand and agree in writing to the Organization's policies and procedures surrounding Child safety.	
NC 0	PC .5	C 1	1.11 The Organization requires that any outside or unaffiliated organization, such as churches and other ministry groups with participating Children, confirm that it has and complies with Child Protection policies and protocols.	
NC 0	PC .5	C 1	1.12 Policies contain clear and accurate legal definitions of abuse, Child Neglect, and maltreatment.	
NC 0	PC .5	C 1	1.13 The Organization 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.	

Standard 1 Total Score: ____/13.5

Standard 2 - Child Safety Operations

Compliance				Indicator	Notes
NC 0	PC .5	C 1	EC 1.5	2.1 The Organization 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 and check-out procedures with attendance being recorded, as necessary.	
NC 0	PC .5	C 1		2.2 The Organization's policies address visitor access to designated access control areas. Visitors are visibly identified by the Organization.	
NC 0	PC .5	C 1		2.3 The Organization's policies address restroom privacy and accessibility, based on age appropriateness. This would include diapering policies for babies and younger children.	
NC 0	PC .5	C 1	EC 1.5	2.4 Policies define appropriate Worker/Child ratios.	
NC 0	PC .5	C 1		2.5 Organizational policies require that minor Workers serving Children are to be supervised by another adult Worker.	
NC 0	PC .5	C 1	EC 1.5	2.6 The Organization takes reasonable measures to monitor the premises.	
NC 0	PC .5	C 1		2.7 The Organization ensures that access to the Internet and other technology within the Organization are appropriately controlled to provide for the safety of Children. Use of technology will be properly monitored.	
NC 0	PC .5	C 1		2.8 Organizational policies include appropriate provision for special events that may be open to the public.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	2.9 The Organization's policies address ministry use of picture and video images of Children.	
NC 0	PC .5	C 1	2.10 Organizational policies identify when ministry offsite activities must be pre-approved by designated leadership. Organizational policies clarify that the ministry Child safety standards apply only to pre-approved, ministry-sponsored offsite activities, and that Parents are responsible for their own child safety measures when engaging in activities that are not so expressly authorized.	
NC 0	PC .5	C 1	2.11 Organizational policies require Parents to be notified prior to offsite activities.	
NC 0	PC .5	C 1	2.12 Organizational policies require relevant forms be accessible to those Workers supervising offsite trips and activities.	
NC 0	PC .5	C 1	2.13 Organizational policies require appropriate supervision for Children, including appropriately adjusted ratios of Workers to Children for offsite activities.	
NC 0	PC .5	C 1	2.14 Organizational policies require the following regarding overnight activities: • Gender-appropriate supervision must be provided. • Children are not allowed to leave the overnight event. Any exceptions are noted on the signed permission form. • Adults traveling with the group must be screened and trained Workers. • Sleeping areas for Children must be separated by gender and age grouping.	
NC 0	PC .5	C 1	2.15 Organizational policies provide guidance on transportation of Children.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	2.16 Organizational policies require the following regarding home/small groups: • Small groups must be approved by leadership. • Childcare Workers must be screened and trained. • Parents must be notified of activities that Children will participate in, including games, activities, or any media that will be viewed.	
NC 0	PC .5	C 1	2.17 The Organization communicates via emailed letter or other formal communication to Parents an overview of the Child Safety Program and how to provide age-appropriate abuse prevention education for their Children. The Organization maintains clear guidelines for specific information to be included in such communication.	

Standard 2 Total Score: ____/18.5

Standard 3 - Screening

Compliance				Indicator	Notes
NC 0	PC .5	C 1		3.1 The Organization screens all Workers.	
NC 0	PC .5	C 1		3.2 The Organization implements a robust process for screening Workers before having access to Children. Policies contain clear and accurate descriptions of the roles and responsibilities of all Workers, including screening requirements. Policies require Workers to notify the Organization if anything has changed regarding their qualification to work with Children.	
NC 0	PC .5	C 1	EC 1.5	3.3 The Organization maintains a stated policy addressing how long a prospective Volunteer must be associated with the Organization before being allowed to work with Children. The appropriate waiting period may depend on the needs of the ministry.	
NC 0	PC .5	C 1		3.4 The Organization's written application calls for full information on legal name and current physical address, as well as places of residence for at least the previous five (5) years. The applicant's identity is to be verified by checking a government-issued photo ID.	
NC 0	PC .5	C 1	EC 1.5	3.5 The Organization's written application calls for the applicant's work and volunteer history for at least the previous five (5) years.	
NC 0	PC .5	C 1		3.6 The Organization's written application requires two to four professional and personal reference checks.	
NC 0	PC .5	C 1	EC 1.5	3.7 In the application process the Organization calls for relevant information related to spiritual character, including questions about sexual morality and substance abuse.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	3.8 The Organization uses a standard set of questions in reference checks. The Organization will evaluate responses from references for “red flags.”	
NC 0	PC .5	C 1	3.9 The Organization maintains a standard set of questions to be used in interviews.	
NC 0	PC .5	C 1	3.10 The Organization provides for exceptions to personal interviews in limited circumstances.	
NC 0	PC .5	C 1	3.11 The Organization selects a reputable background check screening provider on the basis of generally accepted criteria.	
NC 0	PC .5	C 1	3.12 The Organization requires background checks to be carried out by an external provider every three to five years (3-5) for all Employees, regardless of access to and/or control of Children. Positions and circumstances may require different levels of background checks. The Organization requires background checks for all Adult Volunteers that work directly with Children every three to five (3-5) years. All Workers subject to a background check must complete an authorization form that is legally compliant.	
			3.13 Reserved for future use	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	3.14 The Organization maintains thresholds for disqualifying candidates who have negative screening results from working with Children. Negative screening results may be based on prior immoral or unlawful acts. The Organization maintains policies and procedures for evaluating screening results based on the circumstances. The Organization should distinguish between automatic disqualifiers and offenses that require further evaluation. The Organization may conduct a follow-up interview based on any possible “red flags” or problem areas identified in application, reference checks, or initial interview.	
NC 0	PC .5	C 1	3.15 Policies do not allow convicted sex offenders to work with Children. If the Organization allows convicted sex offenders to attend the Organization’s programs or otherwise work or Volunteer within the Organization, then the Organization has a detailed policy providing strict restrictions and expressly prohibiting any contact or other interaction with Children.	

Standard 3 Total Score: ____/15.5

Standard 4 - Training

Compliance				Indicator	Notes
NC 0	PC .5	C 1	EC 1.5	4.1 The Organization maintains a written policy for required training for Workers before having access to Children. Policies clearly define Code of Conduct and appropriate Worker behaviors related to Child safety. Policies also indicate consequences for violating the Code of Conduct. The Organization's training materials emphasize the importance of being proactive with Child Safety as opposed to reactive. The Organization provides guidelines on how to address a violation of Child safety policies and procedures.	
NC 0	PC .5	C 1		4.2 The Organization's training protocol provides for training on this training standard (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 surrounding Child Abuse, including first-time training and periodic refresher training. The Organization documents training attendance, and ensures that Workers are made aware of handbooks and policies.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	4.3 The Organization's training protocol includes causes, signs, symptoms, and effects on victims (psychological, behavioral, and environmental), including accompanying written policy guidance on Child Abuse (sexual, physical, emotional, neglect). The Organization's training protocol includes physical and behavioral signs that could be indicators of abuse (or of other problems the Child is experiencing) and how to respond, including accompanying written policy guidance.	
NC 0	PC .5	C 1	4.4 The Organization's training protocol includes Child abuse reporting and the consequences for failing to report. The Organization identifies the Child Safety Coordinator, and trains Workers on the role of the Child Safety Coordinator in reporting abuse.	
NC 0	PC .5	C 1	4.5 The Organization's training protocol includes a Zero Tolerance policy for Child Sexual Abuse. The Organization will terminate any Worker who is a Child Sexual Abuse offender who has admitted to, had a finding of, or been convicted of Child Sexual Abuse. The Organization's training protocol includes disciplinary action/responses for violations, whether for sexual abuse, other types of abuse, or other harm to a Child, with accompanying written policy guidance.	
NC 0	PC .5	C 1	4.6 The Organization's training protocol includes awareness that Workers have no right of privacy or confidentiality regarding their own violations of Child safety protocols, and that the Organization may report this to members, donors, other employers, or other organizations where the violator may serve.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	4.7 The Organization's training protocol addresses ethical considerations as well as legal compliance. The Organization's training protocol addresses the danger of rationalizing or otherwise excusing unethical behavior. The Organization's training protocol includes biblical sexual ethics.	
NC 0	PC .5	C 1	4.8 The Organization's training protocol includes health and hygiene training.	
NC 0	PC .5	C 1	4.9 The Organization's training protocol includes training to all Workers on access control, and visitor identification procedures.	
NC 0	PC .5	C 1	4.10 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. This includes legal duties and appropriate communications for the Organization and its leaders, Employees, Volunteers, and members. The Organization gives particular attention to protecting the privacy of Children.	
NC 0	PC .5	C 1	4.11 The Organization's training protocol includes interactions with Children outside of regularly scheduled ministry programming, with accompanying written policy guidance.	
NC 0	PC .5	C 1	4.12 The Organization's training protocol addresses communication between Children and Workers outside of regularly scheduled ministry programming, with accompanying written policy guidance addressing social media contact, online engagement, electronic communication, and written communication.	
NC 0	PC .5	C 1	4.13 The Organization's training protocol includes guidelines for home visitation.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	4.14 The Organization provides training to those responsible for handling applications, screening, and interviews. The Organization trains Personnel to identify “red flag” behaviors, patterns, and characteristics of potential Perpetrators using Advanced Screening Techniques.	
NC 0	PC .5	C 1	4.15 The Organization uses age-appropriate safe-and-secure training for Children and their parents that includes principles of abuse prevention.	
NC 0	PC .5	C 1	4.16 The Organization addresses boundaries critical to creating a safe environment with Parents and Children.	

Standard 4 Total Score: ____/16.5

Standard 5 - Response

Compliance			Indicator	Notes
NC 0	PC .5	C 1	5.1 The Organization's Response Plan is written and addresses the following: • How to keep Children safe; • How to receive a disclosure or other allegation of abuse from a Child; • How to report abuse; • Identification of mandatory reporter laws; • Reporting protocols including numbers for jurisdictional agencies and documentation policies; • Contact information for legal counsel and insurance carrier; • Designated counselors or therapist	
NC 0	PC .5	C 1	5.2 The Organization 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.	
NC 0	PC .5	C 1	5.3 The Organization's Response Plan identifies how to handle internal and external communications for the Organization's members, regular attendees, stakeholders, the general public, on a "need to know" messaging and distribution basis, and working with the Organization's legal counsel as warranted.	
NC 0	PC .5	C 1	5.4 The Organization's Response Plan identifies compliance measures for potential criminal and civil investigations, including a written Records Retention policy, confidentiality protocols, protection of attorney-client privilege, and cooperation with authorities.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	5.5 The Organization's Response Plan identifies investigation-related measures such as confidentiality protocols, protection of attorney-client privilege, and cooperation with authorities.	
NC 0	PC .5	C 1	5.6 The Organization identifies the legal duties of its Governing Board and Workers to report suspected abuse, as Mandatory Reporters. The Organization clearly defines the differences between Mandatory Reporting and non-mandatory, moral/ethical reporting, and clearly provides for both, based on additional spiritual, moral, and ethical concerns.	
NC 0	PC .5	C 1	5.7 The Organization requires the Child Safety Coordinator to support reporting all instances of suspected abuse to the appropriate authorities, either making or assisting to make such reports, and consulting with legal counsel if needed. The Response Plan makes clear that an individual Mandated Reporter will still have independent reporting responsibilities.	
NC 0	PC .5	C 1	5.8 The Incident Response Plan identifies how to address notifying the alleged Victim's Parent(s) if the Victim is a Child.	
NC 0	PC .5	C 1	5.9 The Organization's Response Plan identifies how to handle notifications within the Organization, including members, Board, and other stakeholders.	
NC 0	PC .5	C 1	5.10 The Organization's Response Plan provides for timely, formal, and verifiable notification to its insurance provider of an abuse incident, legal claim or threat of litigation. The Response Plan should specify the individual or role of the staff person responsible to notify.	

Compliance			Indicator	Notes
NC 0	PC .5	C 1	5.11 The Organization's policy recognizes the potential for and prioritizes the investigation from law enforcement or Child Protective Services.	
NC 0	PC .5	C 1	5.12 The Organization's policy addresses specific parameters for its own investigation, whether internal or independent, including care for Victims, addressing offenders, mitigating risk, and developing written reports for all investigations.	
NC 0	PC .5	C 1	5.13 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. The Organization should determine jurisdictional applicability of clergy-penitent privilege and any possible Child Abuse reporting requirements.	

Standard 5 Total Score: ____/13

Overall Total: ____/77

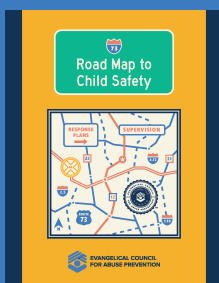
Letter Grade: ____

(A: 69-77 B: 62-68 C: 54-69 D: 46-53 F: 0-45)



Accreditation Represents:

- ✓ Annual, independently verified, 73-point evidence-based compliance.
- ✓ Board commitment to child & youth protection and accountability
- ✓ Internal controls by a Child Safety Coordinator, Safety Team, and annual evaluation.
- ✓ Screening measures applied to every employee and volunteer that supervises minors. (Background & reference checks, and interviews)
- ✓ Background checks include sex offender registry, completed at least every 3-5 years.
- ✓ Training on definitions and indicators of abuse, grooming behaviors, mandatory reporting.
- ✓ Appropriate levels of supervision for all ministry programs involving minors.
- ✓ Communication to parents/guardians providing an overview of safety measures.
- ✓ Restricted access where minors are supervised under 6th grade.
- ✓ Response plan helps the ministry know what to do in the event of an allegation.
- ✓ Pre-assembled crisis response team understands mandatory and permissive reporting.
- ✓ Demonstrated commitment to reporting abuse and responding in a Christ-honoring way.



Want to get a perfect score on this Assessment?

Purchase a copy of the *Road Map to Child Safety*! This step-by-step guide addresses each indicator of each standard offering explanation, tips, and resources to help you achieve compliance.

ecap.net/roadmap