Child and Youth Protection Policy Checklist
Schools

Here is a menu of items to be included in a child and youth protection policy for a school.

☐ Name of school – a policy can be modeled after another, but should be unique to your school
☐ Definitions of abuse – specific to your state (https://www.childwelfare.gov/topics/can/defining)
☐ Create a culture of child protection: curriculum/teaching, worship/devotions, policy, administration

Training:
For whom – indicate how often:
☐ Teachers  ☐ Administrators  ☐ Staff  ☐ Volunteers  ☐ Children and youth

Content:
☐ Types of abuse, including signs  ☐ Risk and protective factors  ☐ Response plan

Resources:
• For children and youth: Circle of Grace. www.DovesNest.net/circleofgrace or www.archomaha.org/ministries/safe-environment/circle-of-grace

Personnel:
☐ Application, background checks, interview, references of all teachers, staff (including bus/van drivers), administrators, and volunteers
☐ Read and agree to abide by the child protection policy annually

Supervision of children and youth:
☐ One adult never alone with one child (when not possible, doors open or move to a public space)
☐ Restroom breaks
☐ Lunch time
☐ Before and after school
☐ Playground and school grounds before, during, and after school
☐ School busses/vans
☐ Field trips, sports trips (especially any overnight activities)
☐ During school events: sports, programs, meetings

Interactions with children and youth:
☐ Restorative and age-appropriate discipline
☐ Appropriate expressions of affection
Facilities:
- Windows in inside doors/walls
- All rooms are childproofed (e.g., cleaning supplies, chemicals, outlets)
- Stocked first aid kit

Response to possible child abuse and neglect:
- Plan for reporting to authorities (who, when, where to call)
- Plan for keeping children and youth safe (both immediate and longer term)
- Plan for notifying others in the school: children and youth, parents, teachers, staff, administrators, volunteers

Response to known offender in school community (parent, neighborhood):
- Plan for quarterly check of sex offender lists in community
- Notification to teachers, staff, administrators, volunteers
- Supervision during parent–teacher events

Other:
- Notify parents before child is transported
- Technology safeguards in place: computer labs, cell phone use (including photography), social media use
- Emergency food, clothing, and school supplies available when child/family is in need
- Community referrals known and readily available: counseling for children and families, basic needs, domestic violence, substance abuse, mental illness

Policy:
- Adopted
- Implemented – indicate who is responsible
- Accessible (e.g., posted on bulletin boards, website)

Sample child protection policies: www.DovesNest.net/policies

Jeanette Harder, PhD, 1-30-2012