



**Empowering and equipping faith communities
to keep children and youth safe in their
homes, churches, and communities.
Website: <http://www.DovesNest.net>
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Child and Youth Protection Policy Checklist: School

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 (<http://www.childwelfare.gov/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 adults: *Harder, Jeanette. (2010). Let the Children Come: Preparing Faith Communities to End Child Abuse and Neglect* (Scottsdale, PA: Herald Press).
www.DovesNest.net/letthechildrencome
- For children and youth: *Circle of Grace*. www.DovesNest.net/CircleOfGrace or
www.archomaha.org/protestant

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 child-proofed (i.e. cleaning supplies, chemicals, outlets)

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 for: counseling for children and families, basic needs, domestic violence, substance abuse, mental illness

Policy:

- Adopted
- Implemented - who is responsible
- Accessible (i.e. bulletin boards, website)

Sample child protection policies: www.DovesNest.net. Also, *Safe Sanctuaries*: www.safesanctuaries.org.