



## CAP CHECKLIST

The prevention of child abuse is a key risk management issue for all youth serving organizations. The following brief questionnaire will help assess your organization's prevention efforts. Please take a few moments to complete the Child Abuse Prevention (CAP) Checklist to begin to evaluate your efforts and identify areas for strengthening procedures.

**Yes**   **No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All employee and volunteer candidates complete a written application and information is verified.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Documented reference checks are conducted for all employees and volunteers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Criminal background checks are obtained for all employees and volunteers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Child abuse prevention training is provided to all employees and volunteers prior to service.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Training includes information about understanding, identifying, reporting and preventing all forms of child abuse.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Child abuse prevention training is provided to all employees and volunteers annually.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All supervisors with responsibility of screening, interviewing and hiring have completed training in this area.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Child abuse prevention awareness and policy review is included in an orientation for all policy volunteers and revisited annually.                    |
| <input type="checkbox"/> | <input type="checkbox"/> | All employees and volunteers annually sign a <u><i>Child Abuse Prevention Code of Conduct</i></u> and a record is maintained in their personnel file. |
| <input type="checkbox"/> | <input type="checkbox"/> | A single staff (employed or volunteer) member is never alone with a single child.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Proper supervision ratios are maintained in all programs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | There are always at least two staff members on vehicles transporting children.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization's child abuse prevention practices and policies are communicated to parents of all youth participants.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | The organization's child abuse prevention practices and policies are communicated to the community.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All unsupervised areas of the organization's facilities are kept secure.  |

## What's your Score?

- Yes to 1 – 5 Questions** Your rating is **low** and your practices need to be enhanced. Please use this questionnaire as a guide in developing an action plan for improvement. [Contact Safe-Wise Consulting](#) to learn how you can do more to protect youth.
- Yes to 6 – 11 Questions** Your rating is **average** and your organization's practices can be enhanced. Please use this questionnaire as a guide in developing an action plan for improvement. [Contact Safe-Wise Consulting](#) to learn how you can do more to protect youth.
- Yes to 12 – 15 Questions** your rating is **good** and your organization's practices are strong. Please use this questionnaire as a guide in making them even stronger. [Contact Safe-Wise Consulting](#) to learn how you can do more to protect youth.
- Yes to ALL Questions** Way to go! Your rating is **excellent**. Your organization is a taking a lead in efforts to prevent child abuse. [Contact Safe-Wise Consulting](#) to learn how you can do even more to protect youth.

## The Next Step(s)

Remember that there is no single practice that will protect all youth from child abuse. Even if your organization scored well in this quick evaluation there may be more that needs to be done. Preventing abuse is everyone's responsibility. Safe-wise Consulting is a leader in developing sound practices for organizations and protecting youth. More information on Child Abuse Prevention and Youth Protection is available from [Safe-Wise Consulting](#) and in our [Online Resource Library](#).