# Minor Safeguarding FAQs

New Venture Fund’s goal is to be a partner to you in safeguarding youth. We understand that youth safeguarding practices and policies vary by organization depending on the work you do and how you operate. We understand that there are many ways to keep youth safe, and we want to understand what this looks like for your organization.

**Who needs to fill this worksheet out?** All subgrantees whose grant-funded work will include interacting or communicating with minors (those under the age of 18) without the presence of their parent or guardian.

**Do we need to fill out the worksheet if parents or guardians will be present at all times with the minors?** No, if the minors will always be in the presence of their parent or guardian, we do not need to complete this process. But, if there is any possibility you may work with a minor without a parent or guardian present, please complete this worksheet.

**Why are you asking for our safeguarding guidelines?**

NVF is committed to the well-being and rights of minors. We review applicant’s minor safeguarding practices to better understand how your organization ensures a safe environment for your youth participants.

**What are you asking for?**

1. A copy of any written guidelines on prevention, screening, training, and response efforts that you use to ensure the safety and wellbeing of youth in your programs.

2. The attached information sheet completed per the instructions

**If we are providing you written policies with this information, do we still need to fill out your form?**

We ask that you please at least provide references to where in your policies the question is answered. Filling out our form reduces our need to ask questions.

**What if we do not have any written guidance?**

No problem. Please fill out the information sheet and explain how you ensure the safety and wellbeing of youth when participating in your programs.

**What if we *only* work with youth that are 18 or older?**

Then you do not have to fill out this worksheet. Please communicate this information back to us.

**If we do not answer correctly, will that prohibit us from being funded?**

We are not looking for specific answers. Our main goal is to make sure that youth participating in your programs are as safe as possible. If we need more information, or have additional questions, we will initiate a conversation and work towards a place of mutual understanding. This is not a pass / fail test.

**What if our organization has never tried to articulate how we keep youth safe?**

Resources you can reference if you want or need to expand your policies are listed below. There are some sample policies as well- just scroll to the bottom of this page.

# Minor Safeguarding Policy Resources

The following resources were selected because these organizations have spent time and resources building strong minor safeguarding policies, which they share publicly. The organizations are listed in alphabetical order. An organization’s inclusion in this list does not reflect an endorsement of their values or a determination that their policies are directly applicable to your organization’s needs. However, we hope you will find them useful.

Sample Policies

The following are some sample policies that may be useful to adapt for your organization

* Dove’s Nest – [Policies](https://dovesnest.net/policies) – provides faith-based organizations with resources to keep children safe; includes both short and long templates in Word, as well as sample policies
* First Presbyterian Church, Greensboro, NC – [Child and Youth Protection Policy](https://www.fpcgreensboro.org/child-youth-protection-policy/) – thorough and accessible sample policy
* Girl Scouting in Southeast Wisconsin – [Children and Youth Protection Guidelines](https://www.gswise.org/content/dam/girlscouts-gswise/documents/Children%20%26%20Youth%20Protection%20Guidelines%202019-2020.pdf) – another thorough policy
* YMCA – these policies are particularly useful for organizations working with pre-school-age children or who have non-staff adults in the same space as minors
  + [World YMCA Template](http://action.ymca.int/wp-content/uploads/2017/06/EN-Safety-Policy-Template-for-National-YMCAs.docx) – provides guidance and a template for developing a policy
  + [YMCA Policy (Attleboro, MA)](http://attleboroymca.org/wp-content/uploads/2016/03/Attleboro-YMCA-Child-Protection-Policy.pdf) – specific sample policy

General Resources  
The following are general resources that provide videos, training sessions, and written guides to walk you through the process of accessing or developing policies for your organization.

* American Camping Association (acacamps.org) – [Resources on Child Abuse Prevention](https://www.acacamps.org/resource-library/child-abuse-prevention-resources), includes information about screening staff and volunteers, developing policies and training staff
* Centers for Disease Control – [Preventing Child Sexual Abuse in Youth Serving Organizations](https://www.cdc.gov/violenceprevention/pdf/PreventingChildSexualAbuse-a.pdf) (2007) – this guide was written to help youth-serving organizations create safe environments and includes the key components needed in policies; while thorough, this guide is accessible and addresses that organizations will have different strategies.
* National Association for the Education of Young Children – [Prevention of Child Abuse in Early Childhood Programs and the Responsibilities of Early Childhood Professionals](https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/PSCHAB98.PDF) (1996 Position Statement) – useful information for education programs and those working with young children
* Nonprofit Risk Management Center ([www.nonprofitrisk.org](http://www.nonprofitrisk.org))
* [Key Principles in Youth Protection: Considerations and Action Steps](https://www.nonprofitrisk.org/resources/articles/key-principles-in-youth-protection-considerations-and-action-steps/) – helps youth-serving organizations assess their programs and determine the right policies
* [Engaging Parents and Caregivers in Youth Protection](https://www.nonprofitrisk.org/resources/articles/vital-partners-in-youth-protection-engaging-parents-and-caregivers/)
* Searchable [resource library](https://www.nonprofitrisk.org/resource-library/)
* Stopbullying.gov ([www.stopbullying.gov](http://www.stopbullying.gov)) – [Policies for bullying and cyberbullying](https://www.stopbullying.gov/prevention/at-school/rules/index.html)
* United Methodist Church – Safe Sanctuaries® was developed for the United Methodist Church over twenty years ago; while developed for churches, contains useful tools to assist in assessing what is needed and developing policies for any organization
* [How to Begin Developing a Policy](https://www.umcdiscipleship.org/resources/getting-started-safesanctuaries)
* [Resources](https://www.umcdiscipleship.org/leadership-resources/safe-sanctuaries) – includes general guidelines, sample policies, and video discussions

International Resources

Organizations that are working internationally may find these resources more helpful.

* Child Protection Working Group (cpwg.net) – [Minimum Standards for Child Protection in Humanitarian Action](https://resourcecentre.savethechildren.net/library/minimum-standards-child-protection-humanitarian-action) – this document addresses how to protect children in emergency or crisis situations
* Keeping Children Safe (www.keepingchildrensafe.org.uk)
* [Child Safeguarding Standards and How to Implement Them](https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/capacity-building/resources/child-safeguarding-standards-and-how-implement) – available in multiple languages, this guide helps organizations assess risk to children and develop systems to mitigate that risk
* [Resources](https://www.keepingchildrensafe.org.uk/how-we-keep-children-safe/capacity-building/resource-library) – includes guides for organizations working in specific areas such as sporting, journalism or with adolescent girls; also includes numerous sample policies
* Save the Children ([www.savethechildren.org](http://www.savethechildren.org))
* [Save the Children's Child Safeguarding Policy](https://www.savethechildren.org/content/dam/usa/reports/advocacy/scus-chld-sg-pol-15.pdf) – good example for working in multiple countries
* [Coalition Child Protection Policy](https://resourcecentre.savethechildren.net/library/save-children-child-protection-policy) – policy for a group of organizations; also, a good outline of the minimum components of a policy
* US Department of Justice (smart.gov) -- [Global Overview of Sex Offender Registration and Notification Systems](https://smart.gov/pdfs/GlobalOverview.pdf) – overview of sex offender laws and registries in 19 countries