# Minor Safeguarding Information Sheet

Instructions: Please provide your answers in the blue box or drop down after each question. If you are attaching existing written guidance with the worksheet, please provide a page reference and/or copy text from your existing documents, whichever is easier.

1. Staff Screening  
     
   *The majority of staff and volunteers who work with minors seek to be a positive influence in their lives. Unfortunately, youth-serving programs can also be attractive to individuals who want access to children for inappropriate reasons. In this section, we are asking what you do to verify that any individual who seeks to work with your program respects minors and demonstrates an understanding of how to keep minors safe. We understand that you may have reasons for not conducting background checks. If you do not perform reference or background checks, please explain how else you verify the individuals are committed to keeping kids safe.*

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| 1. Do you conduct reference checks on all staff members who interact with minors, including unpaid interns, volunteers, and board members? If not conducted on all staff, how do you determine who should be reference checked? |
| Click or tap here to enter text. |
| 1. If applicable, please describe your reference check procedures for applicants, including the minimum number of references checked per applicant, who does the reference checks, and types of questions asked. |
| Click or tap here to enter text. |
| 1. Do you conduct background checks on all staff members who interact with minors, including unpaid interns, volunteers, and board members? If not conducted on all staff, how do you determine who should be background checked? |
| Click or tap here to enter text. |
| 1. If applicable, please describe your background check procedures for applicants, including checks of criminal records, sex offender registries, minor abuse/neglect registries, and social media/Internet, as well as the number of years searched, which jurisdictions, which prior offenses disqualify applicants, and any other description of the searches. |
| Click or tap here to enter text. |

## Safeguarding Practices

*In this section, we are asking what policies or behavioral practices your staff follow when engaging with minors. We understand not all organizations have formal policies. We are interested in what your staff do in practice, as well as any guidance they follow, to ensure the safety and wellbeing of minors in your programs. Even if the policies are not formalized, please still describe what your staff do in practice and the guidance they follow.*

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| 1. Do your staff practice behaviors that limit one-on-one interaction between adults and minors (e.g., never alone with a minor, open-door policies, etc.)? Select response If yes, please describe in question 5. 2. Does your organization have behavioral guidelines to ensure physical contact by adults with minors is appropriate (e.g., hugs, high fives, etc.)? Select response If yes, please describe in question 5. 3. Does your organization have guidelines regarding how staff may contact the minors you work with outside of the program (whether in person or by social media, phone, or email)? Select response If yes, please describe in question 5. 4. If you host overnight programs, do you have policies regarding overnight supervision, privacy, and limiting one-on-one interactions between adults and minors, and between minors and minors? Select response If yes, please describe in question 5. |
| 1. Please expand on your safeguarding practices, including but not limited to the ones above, regarding behavior between adults and minors, such as supervisory ratios, preferential treatment/gifts, physical contact, bullying, limiting access to minors by individuals outside the program, etc. |
| Click or tap here to enter text. |
| 1. Do all staff members, including interns, volunteers, and board members, sign an agreement to abide by the organization’s minor safeguarding practices? Select response   If you answered “not all,” please explain: |
| Click or tap here to enter text. |
| 1. What steps are taken if policies or guidelines are violated? |
| Click or tap here to enter text. |
| 1. Please describe your guidelines regarding interaction between minors and other minors, including appropriate boundaries, bullying, etc. |
| Click or tap here to enter text. |
| 1. Do you require written permission from parent/guardian for the minor to participate in the program?   Select response |

## Responding to Minor Abuse or Neglect

*In this section, we are asking how your organization would respond to (1) a minor’s disclosure to your staff that they were abused, (2) your staff’s concern that a minor has experienced abuse by someone outside your organization, or (3) a report that a staff person is suspected of abusing a minor. We are interested in how you support and protect minors if they experience abuse.*

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| 1. Does your organization have mandated reporters? ([guidelines](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.childwelfare.gov%2Ftopics%2Fsystemwide%2Flaws-policies%2Fstatutes%2Fmanda%2F&data=02%7C01%7CJake.WildCrea%40arabellaadvisors.com%7C92feabfd39c842ebc84e08d8237a271d%7C78d9a6012f00494ebeacb7710ecd074e%7C0%7C0%7C637298354829605847&sdata=MGU8SQOSfdM7WhF155GltEj6im2C6f8jRVWB8qESxbA%3D&reserved=0)) Select response |
| 1. Please describe your organization’s protocol for any staff, including interns, volunteers, and board members, to report both to legal authorities and to the organization a suspicion of abuse or neglect of a minor. |
| Click or tap here to enter text. |
| 1. Please describe your organization’s protocol for responding to abuse or neglect allegations against adults or minors within your organization. |
| Click or tap here to enter text. |

## Training

*In this section, we are asking what type of training or resources you provide your staff regarding keeping minors safe and, when applicable, mandated reporting rules. We understand that training may look different for each organization depending on your size, community, and type of interaction with minors.*

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| 1. Please describe any training or communication you provide your employees, interns, volunteers, and board members about your organization’s minor safeguarding policies/practices. |
| Click or tap here to enter text. |
| 1. Please describe any training you provide your employees, interns, volunteers, and board members about identifying possible abuse or neglect, reporting suspected abuse, and mandated reporter responsibilities (if applicable). |
| Click or tap here to enter text. |
| 1. Please describe any training or information you provide to parents/guardians about your organization’s minor safeguarding practices and policies and your organization’s responsibilities for reporting suspected abuse. |
| Click or tap here to enter text. |
| 1. Please describe any training or information you provide to minors about appropriate boundaries, your rules, and who they can talk to if they have concerns. |
| Click or tap here to enter text. |