

Maryland Department of Health and Mental Hygiene

Center for Healthy Homes and Community Services

Child Abuse Prevention and Reporting Self-Assessment Tool

This self-assessment tool is designed to assist youth camp operators in developing a child abuse prevention and reporting plan. The self-assessment tool will walk you through the various questions and strategies needed to create a safer space for your campers. The goal is to increase your camp's strengths while decreasing the risks that are inherent within a youth camp.

If you find that you have answered "yes" to all of the questions in a section, congratulations. Celebrate what you have already accomplished as well as the protections you have already put into place. If you answered "no" to some questions it does not mean that you should immediately develop a new policy or procedure. Rather, this process will help you look at your camp's mission, programs, and resources and decide what makes the most sense for your camp today. It will also help you identify your next steps as you plan for what may be possible for the next 3-5 years.

After you have completed the survey, review what you have in place (your protective factors) and then decide as a camp, what strategies you may want to consider as you strengthen your camp. Remember, do not try to create more policies or procedures than you have the resources to realistically put into place. It is better to start small and then add along the way as resources or compelling reasons emerge.

Finally, as you go through each question, you do not have to do this alone. You may want to create a review team or ask a few staff members to help in different areas. If you have any questions about the process, please do not hesitate to contact the Center for Healthy Homes and Community Services at 410-767-8417.

Camp Name:					
EDUCATE					
For Employees					
#	Question	Yes	No	Unsure	N/A
1	Are child abuse prevention policies included in the orientation of new employees?				
2	Do you train all employees about child abuse and how to recognize the indicators of abuse?				
3	Are employees trained in how to respond to an adult's inappropriate behaviors toward children?				
4	Are employees trained in how to respond to inappropriate behaviors between children and between adolescents?				
5	Are employees trained on the legal requirements for reporting and responding to allegations of child abuse?				
For Volunteers					
6	Are child abuse prevention policies included in the orientation of new volunteers?				
7	Do you train all volunteers about child abuse and how to recognize the indicators of abuse?				
8	Are volunteers trained in how to respond to an adult's inappropriate behaviors towards children?				
9	Are volunteers trained in how to respond to inappropriate behaviors between children and between adolescents?				
10	Are volunteers trained on the legal requirements for reporting and responding to allegations of child abuse?				
For All					
11	Do you provide access to free materials and online courses to educate program staff, volunteers and all agency employees about child abuse, especially if they are unable to attend orientation or training?				

RESPONDING (REPORTING)					
#	Question	Yes	No	Unsure	N/A
12	Is your organization familiar with the laws pertaining to child abuse (e.g., mandated reporting laws, process of reporting, etc.)?				
13	Does your organization have a person or committee responsible for confronting any sexual or other misconduct by staff?				
14	Does your organization have a person or committee responsible for reporting allegations of child abuse?				
15	Is there a clear policy and protocol in place for how to report an allegation of child abuse?				
16	Has your organization contacted the county child protection services to confirm the correct reporting procedures?				
17	Do you have specific insurance requirements related to child abuse that you need to incorporate into your policies and procedures?				
PREPARE (SCREEN)					
Do you have a basic application and screening process that includes:					
18	A written application?				
19	Face to face interviews?				
20	At least three professional (or personal) reference checks?				
21	An internet search?				
22	A criminal background check?				
23	A sex offender registry check?				
24	A child protective services background clearance check?				

#	Question	Yes	No	Unsure	N/A
25	Do you ask any questions during the interview process that specifically addresses child abuse prevention?				
REINFORCE					
26	Do you review your policies to ensure that they are up to date annually?				
27	Is there a regular (e.g., annual) review with staff members of any change in child abuse prevention policies (e.g., in a staff meeting or by a formal training) to ensure that employees are aware of these changes? Review for staff members even if no change?				
28	Does formal supervision address appropriate and inappropriate behaviors with children and between children (e.g. boundaries, touching, etc.)?				
29	Does informal supervision exist within the organization (e.g., time for supervisor to drop in on activities)?				
30	If an issue has been identified and behavior is being monitored, has documentation also occurred?				
FACILITY AND GROUNDS					
Visibility					
31	Are there windows on all doors or an open door policy when meeting with children or teens?				
32	Is there adequate lighting in all rooms?				
33	Are isolated areas off limits for youth?				
34	Are all isolated areas closed, locked and secured?				
35	In larger facilities, are there operating cameras in less frequented areas?				

Building Usage					
#	Question	Yes	No	Unsure	N/A
36	Is there a clearly defined building usage strategy to minimize unsupervised access to children and youth in the program?				
37	Are there clear physical boundaries of the organization's space (e.g., when the organization is responsible and when the caregivers are responsible)?				
38	Is there clear signage to ensure that people know where to go for various activities?				
39	Are programs that may present a threat to children and youth clearly separated from the children's space? (e.g., in a multi-disciplinary agency, are the services for children kept in a different part of the building than the space for homeless men and women)?				
Administration					
40	Is there an emergency phone accessible to staff, children and youth?				
41	Is access to children and youth addresses and contact information closely monitored and not released to any unauthorized individuals?				
SAFETY POLICIES					
Entry and Exits					
42	Do procedures exist for welcoming and departing children and youth?				
43	Do procedures ensure that children and youth are monitored during transitions from one activity to another?				
44	Do procedures exist for entry and exiting of parents, guardians, and guest?				
45	Do you have a clear policy for parents to drop in to observe or participate in activities?				
46	Are all entrances and exits clearly supervised (if not locked at all times)?				

Offsite Trips					
#	Question	Yes	No	Unsure	N/A
47	Are there guidelines for obtaining caregiver permission for offsite trips?				
48	Are there guidelines for transporting children and youth for offsite trips?				
49	Are there guidelines for overnight stays during offsite trips?				
Supervision					
50	Are there guidelines for certain high risk activities (e.g., toileting for young children)?				
51	If yes, are the guidelines age appropriate?				
52	Is there a designated observer (someone who ensures that the policies and procedures of the organization are carried out) to ensure all children are adequately supervised?				
53	Are adults allowed to have one-on-one contact with children (e.g., a mentor relationship, big brother, etc.)?				
54	If yes, are there regular contacts, group supervision, etc. to monitor this one-on-one contact?				
55	Are there set ratios of employee/volunteer to children/youth?				
56	Do you have process to ensure that these protocols are followed?				
57	Is teen access to children limited or very well supervised (e.g., teens are never put in the position of sole leadership of younger children)?				
SAFETY POLICIES					
58	Is there a clear procedure or guideline for responding to inappropriate behaviors toward children and youth by staff members?				
59	Is there a clear procedure or guideline for responding to inappropriate behaviors between children and youth?				

#	Question	Yes	No	Unsure	N/A
60	Are there clear guidelines for appropriate touch in the organization?				
COMMUNICATIONS AND HEALING					
61	Is one person assigned to talk with the media, staff members, youth or families involved if/when an allegation is made against an employee, volunteer, or child/youth participating in the organizational activities?				
62	Is there a person (could be same person) assigned to talk with the media, staff members, youth or families involved when a case of child abuse is uncovered in a participant's family?				
63	Is there a policy or protocol on how to support the alleged victim once an allegation has been made?				
64	Is there a policy or protocol about how to deal appropriately with the alleged perpetrator (adult, teen, or child) once an allegation of child abuse has been made?				

This "Self-Assessment Tool" was adapted from a tool developed in 2008 by Enough Abuse Campaign Consultant Joan Tabachnick and the Massachusetts Child Sexual Abuse Prevention Partnership's Youth-Serving Organizations' Work Group.