

Abuse Declaration

Name of organization _____

Date protocol created/amended _____ No. of counselors on staff _____

Item	Yes	No	Page & section	Comments
Protocol document attached?	<input type="checkbox"/>	<input type="checkbox"/>		
Definitions				
Definition of physical abuse / harm	<input type="checkbox"/>	<input type="checkbox"/>		
Definition of physical neglect	<input type="checkbox"/>	<input type="checkbox"/>		
Definition of emotional abuse	<input type="checkbox"/>	<input type="checkbox"/>		
Definition of sexual abuse including sexual misconduct / exploitation	<input type="checkbox"/>	<input type="checkbox"/>		
Definition of children and youth	<input type="checkbox"/>	<input type="checkbox"/>		
Definition of vulnerable adults	<input type="checkbox"/>	<input type="checkbox"/>		
Intent of Protocol				
Does the protocol focus on prevention of abuse, harm or neglect? (not merely the handling of abuse allegations)	<input type="checkbox"/>	<input type="checkbox"/>		
Is the protocol intended to cover vulnerable adults as well as children and youth?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the protocol apply to all fulltime and part time staff?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the protocol apply to all volunteers?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the protocol set out minimum procedures that must be followed by all entities, employees and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>		
Protocol Implementation				
Has legal counsel reviewed the protocol?	<input type="checkbox"/>	<input type="checkbox"/>		
Is one person or organization responsible for implementing the protocol for each entity?	<input type="checkbox"/>	<input type="checkbox"/>		
Is a copy of the protocol provided to each entity within the organization?	<input type="checkbox"/>	<input type="checkbox"/>		
Is one person / organization responsible for monitoring compliance and conducting audits?	<input type="checkbox"/>	<input type="checkbox"/>		
Recruitment				
Does the protocol include the steps that must be taken during the recruitment process to screen out unacceptable employees?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the protocol include the steps that must be taken during the recruitment process to screen out unacceptable volunteers?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the recruitment process for all employees and volunteers include the completion of an application by the prospect? If so, attach the application.	<input type="checkbox"/>	<input type="checkbox"/>		
Does the application ask for three references from the prospect and state that two of the three references should be unrelated to the insured entity?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all three references checked before an offer is made?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the references told that the prospect will be working with children and / or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>		

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Are the references asked if there is any reason why the prospect should not be placed in such a position?	<input type="checkbox"/>	<input type="checkbox"/>		
Are Police Record Checks and / or Abuse Registry checks done for every prospective employee or volunteer who will be working with children or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>		
Is a written description completed for each position outlining the responsibilities and obligations of each employee or volunteer position? If so, attach a sample description for an employee and a volunteer.	<input type="checkbox"/>	<input type="checkbox"/>		
Does the employee or volunteer sign a standard code of conduct? If so, attach the document?	<input type="checkbox"/>	<input type="checkbox"/>		
Training and Orientation				
Are all new employees and volunteers trained in job duties, safety and abuse prevention procedures before they work with children or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>		
Are new employees and volunteers provided with a mentor / supervisor during their orientation period? Please state the length of the orientation period.	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a procedure that states that new employees or volunteers must not be left alone with children or vulnerable adults during their orientation period?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the protocol state that certain specific activities or groups may require more stringent procedures? (i.e. - camps that require accreditation by a camping association)	<input type="checkbox"/>	<input type="checkbox"/>		
Are training records maintained with the HR file and for how long?	<input type="checkbox"/>	<input type="checkbox"/>		
Complaint Handling				
Does the protocol include procedures for handling allegations or complaints against employees and other persons associated with the organization?	<input type="checkbox"/>	<input type="checkbox"/>		
Compliance and Audit				
How frequently and by who is:				
a) the Abuse Protocol reviewed and updated?	<input type="checkbox"/>	<input type="checkbox"/>		
b) the recruitment application reviewed and updated?	<input type="checkbox"/>	<input type="checkbox"/>		
c) the Code of Conduct reviewed and updated?	<input type="checkbox"/>	<input type="checkbox"/>		
How frequently and by who are:				
a) random audits conducted of all aspects of the recruitment process?	<input type="checkbox"/>	<input type="checkbox"/>		
b) random audits conducted of the protocol implementation process?	<input type="checkbox"/>	<input type="checkbox"/>		
c) documentation for the recruitment, training and orientation and implementation processes?	<input type="checkbox"/>	<input type="checkbox"/>		
What activities are used to conduct random audits of abuse prevention procedures? (i.e. unscheduled/unannounced visits)	<input type="checkbox"/>	<input type="checkbox"/>		
Allegations, Complaints And Claims				
Have any allegations of abuse in any form been made against the organization, employees or any person associated with the organization during the past 10 years? If so, provide details.	<input type="checkbox"/>	<input type="checkbox"/>		

Signature _____ Title _____ Date _____