



Child Protection Policy

We all want to provide a safe environment for the children we serve. Every child-serving organization needs to demonstrate intentionality through policies, procedures, and training to ensure abuse or neglect of a child does not occur. All organizational strategies, structures, and work practices should integrate the many aspects of child protection.

The best place to start is by creating a child protection policy for your organization. What should such a policy include? Let's break it down.

Purpose Statement

Start with a purpose statement. This statement should explain why your organization is creating this policy and what purpose this policy fulfills. *For example: <Name of Organization> seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing this policy, our goals are to protect the children participating in our organization from any harm and provide a clear path of response for staff and volunteers in the event of suspected abuse or neglect.*

Provide a Safe Environment and Adequate Supervision of Children

Next, explain what steps your organization will take to ensure your agency always provides a safe environment and adequate supervision of children. The topics and language below are an example.

Adequate Supervision and Accountability

At minimum, two approved staff or volunteers must be present with children during programs and activities and remain present until all children are back with their parent/guardian. At least one staff or volunteer must be an adult (age 18 or older).

Check-In/Check-Out

Children must be checked in and out by a parent or guardian. It is important to include a verification component when checking out to ensure the child goes home with an approved caretaker.

Discipline

No physical discipline (including hitting or slapping) may be used. When a child misbehaves, an adult may use redirection and/or verbal means to guide the child's behavior.

Physical Touch

Be sensitive to the way children interpret physical contact. All physical contact should be gentle and appropriate. Children have the right to refuse physical contact.

Snacks and Food Allergies

Due to severe food allergies, consider making your organization a nut-free zone. Please be sure to check package labels on all snacks to ensure they are not labeled as "contain," "may contain," or "manufactured in a facility that also processes" any type of nut or nut oil.



Accidents, First Aid, and Incident Reporting

All adult staff and volunteers are allowed to administer minor first aid to injuries such as small cuts, bumps, and bruises. Always use gloves when dealing with blood. In case of a more serious injury, deal with the immediate need (i.e., apply pressure to stop the bleeding) and then contact 911 and your supervisor/lead as appropriate to assist. Any time a child is hurt, an accident/injury report needs to be filled out. This form can be found <location> and should be given to <designated supervisor> once completed.

Breaks for Staff and Volunteers

Sometimes interactions with children can become very frustrating. If a caregiver ever finds themselves in a situation where they get very angry with a child or a class, they should take a break. Contact a supervisor/leader to ask for the break or ask another classroom to combine classes while taking a break. Ensure caregivers are calm and no longer angry before returning to the children.

Recognizing & Reporting Suspected Child Abuse

Be sure to include a section on how and when to report suspected child abuse. Also, it is highly recommended all mandated reporters receive regular training, even if they are not required to have the training by law, so they know how to recognize and report suspected child abuse.


Clearly define expectations regarding mandated reporter training — how often to require training, will it be in-person or online, etc. Pennsylvania Family Support Alliance (www.pafsa.org) is an excellent resource for both in-person and online training.

Include in this section your organization's expectations on who should be notified after a report of suspected child abuse has been made.

Selection Process in Hiring or Onboarding Volunteers

Including a section on requirements for selecting volunteers and employees is important because the selection process must include screening out those who may harm children. Understand what clearances your volunteers or staff need and clearly outline the process for ensuring these clearances are done according to law.

Your agency can always make your policy stricter (but never more relaxed) than what the law requires. Consider including whether your agency will cover the cost of the certifications (for those who do not qualify for the free certifications) or if the individual applying must pay for that expense.



For a sample child protection policy and links to additional resources, please check out PFSA's Child Protection Policy page:

pafsa.org/policy-templates



Virtual

PA Child Abuse PREVENTION SYMPOSIUM

**SEPT
14**

**CLICK HERE
TO REGISTER
AT PAFSA.ORG**

The annual **PA Child Abuse Prevention Symposium** is a unique virtual event designed to connect professionals, partners, and stakeholders in the family support and child abuse prevention field, focusing on best practices for strengthening families. Participants attending this symposium will have an opportunity to learn, engage, and network with expert speakers from across the country, presenting on relevant and innovative topics that intersect with family support and prevention practices.

All registered participants will be eligible for continuing education credits (CEUs), continuing legal education (CLEs) credits, and ACT 48 credits.

To register and learn more about the event speakers, session topics, and resources, visit our website [here](https://pafsa.org).

AGENDA

- ▶ 8:30 a.m. **Welcome & State of the Alliance**
Angela Liddle
- ▶ 9:00 a.m. **Barriers to Safety for Vulnerable Populations**
Sarah Rosso
- ▶ 10:30 a.m. *Morning Break*
- ▶ 10:45 a.m. **Family Digital Wellness & the Digital-Era Family**
Dr. David Bickham
- ▶ 12:15 p.m. *Lunch Break*
- ▶ 12:45 p.m. **Poverty & Neglect**
Kristen Slack, Ph. D.
- ▶ 2:15 p.m. *Afternoon Break*
- ▶ 2:30 p.m. **Interrupting Racism & Bias**
Jessica Jones, Ph. D.



CBCAP MEMBER HIGHLIGHT

Family Service Association of Bucks County

PFSA would like to give a shoutout to **Family Service Association of Bucks County** as a valued member of the Community-Based Child Abuse Prevention (CBCAP) Network!

Family Service Association of Bucks County is a social service organization with locations throughout Bucks County, Pennsylvania. Since 1953, FSABC has been improving the lives of children and families, doing whatever it takes to help them overcome obstacles and reach their full potential. FSABC is also an active Families in Recovery (FiR) site, delivering the FiR program to local communities in Bucks County.

Their mission is to listen, care, and help. Every day.

Thank you for all you do to support the children and families in your community!

To learn more about Family Service Association of Bucks County, visit their website at fsabc.org.

Support the Cause, Support PA Kids!

Consider giving a gift to PFSA to make a difference in the lives of PA kids and families. Your gift will advance the mission of PFSA to provide education, support, and training to make Pennsylvania safe for children. All donations help PFSA continue the successful delivery of training, development of educational materials, and ongoing support for community-based agencies. Visit pafsa.org to learn more about our services and to donate.



UPCOMING PFSA TRAININGS

Families in Recovery New Facilitator Training

This research-based program is a great resource for parents, guardians, and caretakers recovering from substance use disorder. The program aims to teach healthy coping and parenting skills while balancing the needs of recovery.

New facilitators of the Families in Recovery (FiR) program will be fully prepared to implement the program and provide training after attending a two-day comprehensive session consisting of content, education, and application instruction of the curriculum. FiR facilitators come together to share program implementation experience, ideas, and insights following initial training.

All organizations interested in implementing the Families in Recovery program are required to enter an agreement contract with PFSA and participate in the evaluation requirements of the program. FiR contracts include ongoing technical assistance, program development, facilitator calls, and assistance with data collection procedures.

Dates: October 12 & 13, 2022 (*virtual*)

Time: 9:00 a.m.-3:30 p.m.
(*half-hour lunch break*)

Cost: Program costs have recently changed. Please contact Justin Donofrio, Program Services Manager, at jdonofrio@pafsa.org for details regarding contracts and costs.

Mandated Reporter Training

PFSA has several options for mandated reporter training for staff and volunteers. Certificates are provided to the participants, and upon request, we will upload confirmation of your training to the Department of State or Education for CE fulfillments under Act 31 and/or Act 48. CLEs are also available for attorneys.

LIVE IN-PERSON/VIRTUAL

Cost: Free

How to register: Find and register for a virtual session here: pafsa.org/mandated-reporter-training

INDIVIDUAL ONLINE, ON-DEMAND

Cost: \$30

Take anytime: pafsa.org/on-demand-online-training

TRAIN-THE-TRAINER

This is an opportunity for organizations to develop their own quality, cost-efficient, in-house training program for employees on child abuse recognition and reporting.

Dates: September 20 & 21, 2022 (*virtual*)
November 9 & 10, 2022 (*virtual*)

Time: 9:00 a.m.-3:00 p.m.
(*half-hour lunch break*)

Cost: \$1,000 per trainer entering into a three-year contract with PFSA. Email Haven Evans, Director of Programs, at hevans@pafsa.org for the paperwork or to ask any questions.

Visit our blog!

Stay up-to-date on ways to help stop child abuse, learn more about our staff, and gain knowledge on prevention topics by reading at pafsa.org/blog.