Child Sexual Abuse Risk Reduction Protocol for Youth-Serving Organizations
**Reporting Requirements:**
If child abuse or neglect is suspected, a report must be made to the Kentucky Cabinet for Health and Family Services at 1-877-KYSAFE1 or online at https://prdweb.chfs.ky.gov/reportabuse.

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Introduction
This guide is designed for youth-serving organizations who are interested in adopting strategies to prevent child sexual abuse. Every year, in youth-serving organizations across the U.S., an estimated 35 million adults come into contact with more than 70 million children and teens. Within these organizations our children learn new skills, build self-esteem, and are challenged to explore worlds that might not be available to them at home. Unfortunately, the same factors that create a nurturing environment for children may also increase their vulnerability. Youth-serving organizations work hard to create a safe place for youth, employees and volunteers so children can grow, learn and have fun. Part of creating a safe environment is making sure youth are not harmed in any way. It is vital organizations create a culture where child sexual abuse is discussed, addressed and prevented.
Developing and Implementing Child Sexual Abuse Prevention Policies

Organizations should take several steps to effectively implement child sexual abuse prevention strategies.

**Maintain open dialogue**
Organizations need to create an open environment in which employees/volunteers feel comfortable discussing child sexual abuse and how to prevent it.

**Have clear goals**
When deciding what child sexual abuse prevention policies and practices to implement in your organization, always identify clear goals.

- Articulate how implementation of strategies, policies, or practices adopted accomplish identified goals.

**Obtain input in drafting and evaluating prevention policies and practices**
Obtain buy-in from all levels so policies and practices are accepted and understood by everyone. All processes can be specific to child sexual abuse planning or may be integrated into current risk management processes. Suggested tasks include:

- Gather a group of stakeholders, such as caregivers, employees/volunteers, and attorneys to develop a draft policy.
- Approve the policy, which includes making sure it complies with existing policies, state and national laws, and child protective services and law enforcement requirements. If you are a federally funded education program or activity, please consult Title IX of the Education Amendments of 1972.
- Develop a system to track allegations of child sexual abuse and outcomes of cases.
- Inform your organization about the policy.
- Implement the policy.
- Evaluate the policy to continuously measure whether goals are being met. Evaluate implementation at regular intervals and assess effectiveness. If needed, make changes to meet the goal, or consider more efficient ways to meet the goal.

**Integrate best practices**
In choosing child sexual abuse prevention policies and practices gather information from other sources.

- Begin with the strategies discussed in this document.
- Talk with other similar agencies or professional organizations.
Six Critical Components

The following components were compiled by experts such as advocates, researchers, and Youth-Serving Organizations (Centers for Disease Control, 2004).

Component 1:
Strategies for Screening and Selecting Employees and Volunteers

Getting started
- Develop criteria that define how screening information will be used.
- Identify who will make the final selection.
- Define areas of concern such as a fixation on a particular age or gender of youth or a history of crimes related to sex or violence.
- Develop consistent and systematic policies and processes for screening and selection.
- Consult with an attorney to ensure your screening and selection policies do not violate Title VII of the Civil Rights Act or other federal or state laws prohibiting discrimination in the workplace.

Who should be screened?
- All applicants, both adults and adolescents, for all positions that come in contact with youth.
- Consider more in-depth written applications and personal interviews for adolescents, for whom work history and criminal background checks may be unavailable.
- Rigorously screen applicants who will have more autonomy as employees or volunteers.
- Do not make exceptions for people you know or have worked with in the past.

Education about your organization and youth-protection policies
Letting applicants know your organization is serious about protecting youth may deter some people at risk of abusing youth from applying.
- Inform applicants about your organization’s policies and procedures relevant to child sexual abuse prevention.
- Share your code of conduct or ethics.
- Require applicants to sign a document describing the policies and procedures of your organization to demonstrate their understanding and agreement.
- Ask applicants if they have a problem with any of the policies and procedures.

Written application
The written application provides information needed to assess the background and interests of applicants. Questions will help determine whether applicants have mature, adult relationships as well as clear boundaries and ethical standards for their conduct with youth. Ask about previous work and volunteer experiences.
- Ask questions pertinent to child sexual abuse screening, such as:
  - What age/sex of youth do you want to work with?
  - How would you feel about working with a different age/sex?
  - Why do you want the job?
- Require written permission to contact personal references, to perform a criminal background check, and to conduct a child protective services screening. The permission statement should include an indemnification clause developed by an attorney to protect your organization from false allegations or other legal issues.
- Ask open-ended questions. These answers will provide material for follow-up throughout the screening and selection process.
- Use disclosure statements to ask applicants about previous criminal histories of sexual offenses, violence against youth, and other criminal offenses. The applicant may not disclose past offenses, but the inquiry will demonstrate your organization’s seriousness about protecting youth and potentially discourage applicants at risk for perpetrating child sexual abuse.
- Clarify you are interested in learning about an applicant’s past perpetration of child sexual abuse rather than a history of victimization.
Personal interview

The personal interview provides an opportunity to meet applicants, determine if they are a good fit for your organization, and ask additional questions to screen for child sexual abuse risk factors.

- Ask open-ended questions to encourage discussion.
- Clarify and expand upon the applicant’s answers to questions from the written application.

Reference checks

Reference checks provide additional information about applicants and help verify previous work and volunteer history.

- Obtain verbal—not just written—references for applicants. Conversations can elicit much more information than written responses.
- Match references with employment and volunteer history. Is anyone important missing from the references, such as the supervisor from the applicant’s most recent job? To provide a more complete picture of the applicant, the references should come from a variety of sources and should not be limited to family members or friends.
- Be aware many employers will only provide basic information, such as dates of employment or rehiring eligibility. If a former employer will only provide limited information, clarify whether the person providing the reference is limiting information because of company policy.

The following questions may be useful for reference checks:

- How would you describe the personal characteristics of the applicant?
- How does the applicant interact with youth?
- Why would this person be a good candidate for working with youth? Is there any reason this person should not work with youth?
- Have you seen the applicant discipline youth (other than their own children)?
- Would you hire this person again? Would you want him or her in your organization in the future?

Criminal background checks

Criminal background checks are an important tool in screening and selecting employees and volunteers. However, they have limitations. Criminal background checks will not identify most sexual offenders because most have not been caught. There are other limitations including the usefulness of older cases, presence of cases not resulting in conviction and legislation requiring employers to justify how an individual’s criminal history would be detrimental to his/her ability to perform a specific job.

To request a child abuse central registration check in Kentucky, visit www.chfs.ky.gov/dcbs/dafm.
• Use background checks as only one part of child sexual abuse prevention efforts. Using background checks alone may give your organization a false sense of security.
• Save time and resources by delaying criminal background checks until the end of the screening and selection process. Applicants who do not make it through the written applications, personal interviews, and reference checks will not need a criminal background check.
• Obtain permission from applicants before beginning a criminal background check.
• Determine the type and level of check required for each applicant. Types of checks include name, fingerprint, sex offender registries, and social security number. Checks may be implemented at county, state, and national levels. Records are not always comprehensive, so a thorough search may be needed to address concerns about an applicant. For example, if an applicant has moved frequently, checks in multiple states may be necessary.
• Plan for the time and financial resources needed to conduct background checks.
• Decide which offenses to examine in the background checks and which offenses will disqualify applicants. For child sexual abuse, absolute disqualifiers include violent behavior and child sexual abuse perpetration history. Depending on the risk of the situation or the mission of your organization, drug and driving offenses may also be disqualifiers.
• Develop procedures to keep the results of criminal background checks confidential. Select a secure storage location and limit access to the files.
• Ensure your organization’s process for conducting criminal background checks is legally sound. Consult county, state, and national laws and regulations, as well as your organization’s attorney and insurance company, as needed.

Component 2: Strategies for Guidelines on Interactions between Individuals

Balancing positive and negative
• Find a balance between encouraging positive and appropriate interactions and discouraging inappropriate and harmful interactions.
• Adopt strategies with this balance in mind to ensure youth benefit from your program without risk of sexual abuse or harm.

Appropriate/inappropriate/harmful behaviors
Appropriate, positive interactions among youth and between employees/volunteers and youth are essential in supporting positive youth development. Conversely, inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes. Organizations should identify behaviors that fall into the categories of appropriate, inappropriate, and harmful. These categorizations can be spelled out in your code of conduct or ethics. Carefully balance the benefits of appropriate interactions with the risks associated with inappropriate interactions.
Ratios of employees/volunteers to youth

The goal of setting ratios for the numbers of employees/volunteers to youth is to ensure the safety of the youth. There is no standard ratio for all situations. When making decisions about ratios, consider contextual variables such as:

- Age and developmental level of youth and employees/volunteers. Typically younger youth need more employees/volunteers overseeing them.
- Risk of the activity. Does it involve a great deal of isolation from others?
- Location of the activity. Is it in an enclosed classroom or at a park, where it is easier to lose track of individuals? Encourage employees/volunteers to actively interact with the youth and to maintain adequate supervision and monitoring. Even with a satisfactory ratio of employees/volunteers to youth, the youth are not being monitored if all of the employees/volunteers are immersed in their own conversations.

Risk of interactions between youth

Your organization needs to address interactions among youth in addition to monitoring interactions between employees/volunteers and youth. Many strategies focusing on the interactions between employees/volunteers and youth can be tailored to address interactions among youth.

- Address all situations where unsupervised youth can sexually or physically abuse other youth. For example, if your organization has a policy preventing adults from being present in locker rooms because of the risk of child sexual abuse, this may result in a situation where unsupervised youth can sexually or physically abuse other youth. A potential solution is adopting a policy requiring more than one adult to be present at all times.
- Develop policies to deal with bullying and sexual abuse so positive interactions can be promoted while acknowledging some interactions are inappropriate or harmful.

Prohibitions and restrictions on certain activities

Some activities, such as hazing and secret ceremonies, overnight trips, bathing, changing, bathroom interactions, and nighttime activities, pose greater risks for child sexual abuse. Prohibiting or restricting such activities will depend largely on the context of your organization. For example, a sleep-away camp would not be able to prohibit overnight trips or bathing.

Out-of-program contact restrictions

There are two types of out-of-program contact restrictions. The first type involves the contact of youth with employees/volunteers outside of the program. Your organization should limit contact between employees/volunteers and youth to organization-sanctioned activities and programs and/or to certain locations, such as activities within your organization’s building.
The second type is contact between youth and people not affiliated with your organization that occurs while youth are under the care of your organization.

- Develop a system for monitoring the comings and goings of all youth and adults who enter and leave your facility. This system might include procedures for signing in and out.
- Develop specific policies about interactions between youth and people not affiliated with your organization if it is located in a building housing more than just your program or if your organization’s activities take place in public areas (e.g., sports field).

Caregiver information and permission
Your organization should obtain addresses and contact information for youth and caregivers (i.e., parents and guardians). This information should never be released to unauthorized individuals. Your organization also should obtain permission from caregivers for youth to participate in certain activities, such as field trips, late-night activities, and overnight trips.

- Inform caregivers about what their children/youth will be doing and where they will be going.
- Allow caregivers to have input on what activities or interactions they are comfortable with for their children.

Responsibility for youth
Your organization should clarify when it is responsible for youth and when caregivers are responsible.

- Develop a policy on when your organization starts and stops being responsible for youth.
- Consider who is responsible for youth before and after activities officially begin.
- Communicate the policy to caregivers and youth in writing. Organizations may also want caregivers to sign an acknowledgement they have read and understand the policy.

Component 3: Strategies for Monitoring Behavior

Monitor inappropriate or harmful behaviors
- Refer to your organization’s interaction policies and what has been defined as inappropriate or harmful behavior.
- Understand the boundaries your organization has established and identify when someone has crossed the line. Potential inappropriate behaviors include employees/volunteers showing favoritism, giving gifts, and looking for time alone with youth.

Monitor potential risk situations
Acknowledge some situations pose more risk for inappropriate or harmful behavior than others. For example, interactions during an overnight trip are harder to monitor than interactions in a classroom.

Monitor appropriate behaviors
- Acknowledge, praise, and encourage appropriate behaviors.
- Reward and reinforce positive interactions between employees/volunteers and youth.
Responding to what is observed
Your organization must be prepared to respond to interactions among youth and between employees/volunteers and youth.

- Develop a monitoring protocol so employees/volunteers are clear about their roles and responsibilities. Employees/volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations, and potential boundary violations.
- Enforce the protocol so appropriate actions follow. Supervisors need to redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report these behaviors if necessary.

Roles and responsibilities
All employees/volunteers should be responsible for monitoring behavior and interactions within your organization. Everyone needs to know how and what to monitor. Define roles and responsibilities by including monitoring within a job description, specifying what employees/volunteers need to do from the very beginning, and providing training for them to do so.

Clear reporting structure within organization
Your organization should have a well-defined reporting structure so people know who to contact if they observe potentially inappropriate or harmful behavior.

- Require employees/volunteers to report any harmful behaviors or practices.
- Establish direct-line and back-up reporting systems within your organization. The back-up option should be used if the incident involves the direct-line authority.
- Create a climate which encourages people to question confusing or uncertain behaviors and practices.

Observation and contact with employees/volunteers
Your organization should use multiple monitoring methods to get a clear picture of how individuals are interacting.

- Use formal supervision, including regular evaluations.
- Use informal supervision, including random and regular observation (e.g., checking interactions throughout an activity period), and maintain frequent contact with employees/volunteers and youth who interact off-site.

Documentation that monitoring has occurred
Although it may be clear when other child sexual abuse prevention strategies, such as screening or environmental policies, have been implemented in your organization, it is harder to ensure adequate monitoring occurred. Documenting monitoring has occurred emphasizes to employees/volunteers it is an essential, nonnegotiable part of your organization’s child sexual abuse prevention efforts.

- Use written records.
- Provide positive reinforcement when good supervision occurs.
Component 4:
Strategies for Ensuring Safe Environments

Visibility
Choosing or creating spaces open and visible to multiple people can create an environment where potential offenders do not feel comfortable abusing.

Use the following methods to increase visibility:
- Landscape to ensure open visible spaces with no possible concealment.
- Have clear lines of sight throughout the building.
- Secure areas not used for program purposes to prevent youth from being isolated (e.g., lock closets and storerooms).
- Install windows in doors.
- Institute a “no closed door” policy.
- Install bright lighting in all areas.

Privacy when toileting, showering, changing clothes
Your organization should develop policies and procedures for reducing risk during activities such as toileting, showering, and changing clothes. The policies and procedures should consider not just the risk of employee/volunteer sexual abuse, but also the risk of inappropriate or harmful contact among youth.

Access control
Your organization should monitor who is present at all times.
- Develop policies and procedures for admitting and releasing youth so their whereabouts is always known.
- Have policies and procedures for monitoring which people outside of your organization are allowed to enter the building and under what circumstances.

Off-site activity guidelines
Your organization should define and communicate its on-site and off-site physical boundaries.
- Decide and communicate when and where your organization is responsible for the youth it serves. This is particularly important in a multi-organization facility and on field trips.
- Develop policies for field trips and other off-site activities, such as how to handle off-site bathroom breaks and use of public transportation.

Transportation policies
Your organization should define who is responsible for transporting youth to and from regular activities and special events (e.g., field trips, overnight trips).

Decide how to answer the following questions:
- When is your organization responsible for transportation?
- When are caregivers responsible?
- Can a youth ride in a car with an employee/volunteer? If yes, under what circumstances? For example, can a youth be alone with an employee/volunteer in a car?
- What are pick-up procedures at the end of the day or the event?
Define inappropriate and appropriate strategies

- Clarify it is not the role of an employee/volunteer or your organization to evaluate or investigate an allegation or suspicion of child sexual abuse.
- Let child protective services and/or law enforcement investigate allegations or suspicions.
- Help staff understand an inappropriate response to an allegation can harm the youth or the legal investigative process.

Partnering with others

- Utilize legal guidance to develop a reporting policy to ensure it is appropriate and legal.
- Partner with child protective services and law enforcement before any allegations arise in order to form relationships and ensure policies are in line with the law.

What to respond to within the organization and what to report to the authorities

As discussed previously, it is often difficult to find the balance between being vigilant and protective of youth and being so hyper-vigilant the positive parts of programs (e.g., relationships between adults and youth) are lost. The need for this balance involves recognizing the tension between over-reacting and under-reacting. By developing policies before any inappropriate behavior occurs, your organization can set reasonable expectations.

- Define the continuum of appropriate, inappropriate, and harmful behavior.
- Delineate behaviors your organization will respond to internally and behaviors requiring a report to the authorities. For example, if a youth tells a sexually risqué joke, your organization may inform a direct-line supervisor and/or the youth’s caregiver; provide the youth with guidance, redirection, and instruction; and/or file an incident report. However, if a youth or employee/volunteer engages in sexual contact with a youth, this violation should always be reported to the appropriate authorities.

Tips for Responding to Inappropriate Behavior

- Preserve student dignity
- When possible, correct privately
- Remain consistent and fair
- Account for:
  - Maturity
  - Culture
  - History

- Act on all infractions of your organization’s child sexual abuse prevention policy. If an employee/volunteer has breached an agency policy, your organization must take action. The consequences of violating policies should be explicit and violations should be addressed immediately. However, if abuse is suspected, it should be reported to authorities immediately.
- Report to authorities when an employee/volunteer witnesses or learns about sexual abuse of youth by any of the following individuals:
  - Volunteer/employee.
  - Another youth within the organization.
  - Someone outside of the organization (e.g., caregiver).

Reporting process

If evidence of child sexual abuse has surfaced or an allegation has been made, a formal report needs to be made to the Cabinet for Health and Family Services at 1-877-KYSAFE1 or online at https://prdweb.chfs.ky.gov/ReportAbuse. Ensure your organization’s reporting policies are consistent with current Kentucky laws. The following strategies address policies related to reporting evidence or allegations of child sexual abuse to outside agencies.

Component 5: Strategies for Responding to Inappropriate Behavior, Breaches in Policy, and Allegations and Suspicions of Child Sexual Abuse
• **Who must report**
  o Mandatory reporters (Every person in Kentucky is a mandated reporter.)

• **To whom to report**
  o Report immediately to child protective services and/or law enforcement.
  o Then report to the appropriate internal contact.
  o If needed, consult Kentucky Revised Statutes (http://www.lrc.ky.gov/statutes/chapter.aspx?id=39420) to ensure your policies are consistent with the law.

• **When to report**
  o Report to the authorities any time there is a reasonable suspicion of child abuse or neglect.
    □ All concerns of child sexual abuse should be reported to child protective services and/or law enforcement.
    □ Do not conduct your own investigation. Document exactly what the child said or did and provide this information to child protective services. Do not attempt to gain more information by asking the child additional questions.

**Confidentiality policy**
Because of the sensitive nature of child sexual abuse cases, your organization should decide in advance what information will remain private and what information can be made public.

• Withhold the names from the public of potential victims, the accused perpetrator, and the people who made the report to the authorities.
• Ensure your organization’s confidentiality policy is consistent with state legal requirements.

**Response to the press and the community**
Your organization should decide on a strategy for responding to the press and the community before an allegation has been made.

• Designate a spokesperson for questions and inquiries.
• Have employees/volunteers go through training on how to deal with the press and the community, if appropriate.

**Internal records**
Although your organization should not investigate allegations or suspicions of child sexual abuse in lieu of reporting them to the authorities, it should develop a system to track allegations and suspicions of child sexual abuse cases.

• Include child sexual abuse as a category on general incident reporting forms for significant physical injuries. These forms should be completed by employees/volunteers who first learn of the abuse through hearing an allegation or making an observation.
• Review the general incident reporting forms with a supervisor. The individual who received the information regarding the allegations should be the one who initiates the report to child protective services and/or law enforcement.
• After investigation by child protective services and/or law enforcement, management should conduct an incident review to identify possible gaps in service or opportunities for improvement.
• Record the resolutions of child sexual abuse cases if the information is available.
Membership or employment of alleged offenders

Membership may include situations such as members of a place of worship or local community organization. Remember, an allegation of child sexual abuse does not equate to guilt. The person alleged to have engaged in sexually abusive behavior should not be labeled as an offender or sexual abuser. However, once a suspicion or allegation has been communicated, it needs to be reported to the authorities, and your organization must take certain steps to protect the youth under its care until the investigation is complete. A decision must be made whether to suspend membership or employment.

- Consider limiting access to children or suspension of membership/employment immediately after receiving the report of child sexual abuse. Another option may include placing the alleged offender on probation until the case is resolved legally. Have an appeal process in which people found not guilty of perpetration in court may apply to return to their former positions in the organization.
- Develop policies on how to deal appropriately and responsibly with alleged or convicted offenders if

your organization decides it may not be appropriate to revoke membership or employment. Some organizations, particularly faith-based ones or those dealing with youth-on-youth sexual abuse, may decide revoking membership sends the wrong message. Because these organizations need to manage circumstances in which alleged victims and offenders may be together, a well-constructed policy can help deal with this difficult situation.

- Require limited access agreements in which alleged or convicted offenders can attend a worship service or activity that does not involve youth but stipulate they may not be involved in any activities specific to youth.
- These individuals may also be required to attend permitted services and activities with a “buddy” or another adult who has agreed to stay with them at all times.
- Require informed supervision. Make sure at least one staff member is informed of the sexual abuse and is instructed to supervise vigilantly the accused adult or youth in his or her interaction with the program and/or organization.

Component 6:
Critical Content for Training about Child Sexual Abuse Prevention

Goals in training

- Set measurable goals. What are the desired behaviors or performance changes in trainees?
- Plan the training to meet goals.
- Evaluate the training periodically to ensure it meets goals.
- Decide if your organization wants to use an overarching frame. Two which have been used in other organizations are (1) healthy sexuality and (2) rights and responsibilities. The healthy sexuality frame for child sexual abuse education helps individuals distinguish child sexual abuse from healthy and typical behaviors. The rights and responsibilities frame involves teaching individuals they have the right to be treated appropriately and the responsibility to treat others appropriately.
Integration of content into the entire organization

- Ensure training content is modeled by everyone in your organization, from management to employees/volunteers.
- Training content should be evident in performance measures, supervisors’ feedback to employees/volunteers, caregivers’ observations, and treatment of youth by your organization.
- Meld elements of your organization’s philosophy or mission with the child sexual abuse training. For example, a faith-based organization may want to incorporate elements of its faith into the training content.

Open dialogue

Create an environment in which trainees feel comfortable raising questions and concerns. Being receptive to questions reduces barriers to coming forward, reporting, and being proactive about preventing and responding to child sexual abuse.

Single point of contact

- Designate one point of contact for questions and concerns to ensure messages about child sexual abuse are communicated consistently. This point of contact can be one individual or a group within a division of your organization.
- State explicitly every employee/volunteer is still responsible for preventing and responding to child sexual abuse.

Training employees/volunteers

The following employees/volunteers should be trained in child sexual abuse prevention:

- People with access to or supervision over youth, including adults and youth in leadership positions.

Child sexual abuse information

To prevent child sexual abuse, employees/volunteers need to understand general information about child sexual abuse (e.g., what child sexual abuse is, how often it occurs).

- Provide a definition of child sexual abuse.
- Define the continuum of appropriate, inappropriate, and harmful behavior from your organization’s perspective.
- Provide information about the prevalence of child sexual abuse.
- Describe risk and protective factors for victimization and perpetration.
- Address common myths about offenders, such as the myth most people who sexually abuse are strangers to the youth.

Importance of preventing child sexual abuse

Employees/volunteers need to understand why they should be concerned with preventing child sexual abuse.

- Emphasize employees/volunteers are an integral part of your organization’s efforts to create a safe, healthy, and respectful environment.
• Explain how child sexual abuse policies protect youth from sexual abuse, adults and youth from allegations of sexual abuse, and organizations from being accused of not doing enough to prevent child sexual abuse.

• Help employees/volunteers feel comfortable and motivated to prevent child sexual abuse. For example, provide employees/volunteers with information about preventing child sexual abuse and opportunities to practice how to handle situations (e.g., monitoring interactions).

• Give employees/volunteers opportunities to ask questions and express concerns about child sexual abuse prevention.

Healthy development of youth
Employees/volunteers should learn about healthy youth development so they can (1) promote positive development in the areas of self-confidence, independence, and social interactivity and (2) understand and be aware of risk behaviors in which youth may engage.

• Teach employees/volunteers about healthy youth development and when certain behaviors are appropriate.

• Educate employees/volunteers about sexual development and how to distinguish between healthy and inappropriate or harmful behaviors when monitoring interactions.

• Keep in mind some behavior considered developmentally appropriate may create problems for organizations when it is done at inappropriate times.

Protective factors
Employees/volunteers should know youth-serving organizations exist in order to provide a healthy and safe environment where youth can thrive. The very things youth-serving organizations do may be protective against child sexual abuse. For example, close, caring, and connected relationships between youth and employees/volunteers can be extremely beneficial for youth development and can help youth feel supported and loved. This may protect youth from child sexual abuse. Because of the nature of the interactions in these relationships, however, they can also put youth at risk of being sexually abused by employees/volunteers.

• Help employees/volunteers learn to maintain a balance between providing a nurturing environment and working to prevent child sexual abuse.

• Assist employees/volunteers in learning to interact with youth with care and concern in order to foster youth development.

Handling disclosures
Employees/volunteers need to be able to respond appropriately to the person making the disclosure.

• Teach employees/volunteers what they should and should not say to a victim who is disclosing child sexual abuse. Visit www.pcaky.org to obtain guidance on talking with children about child sexual abuse.

• Contact Prevent Child Abuse Kentucky at 859.225.8879 or pcaky@pcaky.org for advice on training about these matters.

Immunity and support for reporters
Employees/volunteers need to know they are protected from civil or criminal liability when making a report of known or suspected child sexual abuse (KRS 620.050).

• Reassure employees/volunteers they will be supported by your organization and its management in their efforts to protect youth and debriefing and/or counseling will be available to reporters and bystanders should abuse occur.
# Child Sexual Abuse Prevention Planning Tool for Organizations

This checklist can help your organization plan child sexual abuse prevention efforts, it summarizes critical strategies discussed in this Risk Assessment Protocol for Youth-Serving Organizations.

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<td>Clearly define roles and responsibilities for staff/volunteers</td>
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<td>Documentation monitoring has occurred</td>
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<td>Ensuring safe environments</td>
<td>Visibility</td>
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<td>Privacy when toileting, showering, changing clothes</td>
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<td>Is access to children limited to those staff and volunteers of the program?</td>
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<td>Off-site activity guidelines</td>
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<td>Transportation policies</td>
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### Responding to inappropriate behavior, breaches in policy, and allegations and suspicions of child sexual abuse

- What to respond to and what to report
- Reporting process
- Internal records
- Confidentiality policy
- Response to the press and the community
- Membership/employment of alleged offenders

### Training employees/volunteers

- All policies and procedures decided upon by the organization
- Child sexual abuse definitions
- Importance of preventing child sexual abuse
- Personal conduct
- Healthy development of youth
- Handling disclosures
- Immunity and support for reporters
PCAK is Kentucky’s premier statewide non-profit organization committed to preventing the abuse and neglect of Kentucky’s children. The agency has a variety of programs and services aimed at reducing and preventing child abuse and neglect.

PCAK provides technical assistance in developing policies and procedures sensitive to the needs of families and children as well as training on a variety of topics.

A sample of available training topics include:
- Child Sexual Abuse Prevention in Youth-Serving Organizations
- Pediatric Abusive Head Trauma
- Internet Safety
- Recognizing, Reporting and Preventing Child Abuse and Neglect
- Protecting Your Children: Advice from Child Molesters
- Engaging Fathers

A sample of available printable and reproducible resources include:
- Ages and Stages: A Parent’s Guide to Discipline
- How Well Do You Know Your Love Interest?
- What Everyone Should Know About Preventing Child Abuse
- As A Parent, What Can I Do to Reduce the Risk of Child Sexual Abuse?
- How to Choose a Safe Caregiver
- Understanding Typical Healthy Child Development: An Important Tool to Keep Children Safe

Visit www.PCAKY.org for a complete list of trainings and resources.

PCAK Staff are available to work directly with your agency to provide training on a variety of topics. To discuss your training needs, please call PCAK at 859.225.8879 or email at pcaky@pcaky.org.
Prevent Child Abuse Kentucky thanks the Child Victim’s Trust Fund for supporting the creation of this important resource.