

Sexual abuse prevention and control program checklist



- Your program should prohibit interaction between confirmed sex offenders and at-risk individuals.
- Implement rules for high-risk activities, i.e., offsite activities, toileting, touching, counseling, etc.
- Your program should be in writing, endorsed by senior leadership and included in your policies and procedures.
- Strictly protect the privacy of candidates for work, individuals under investigation and purported victims.
- Complete background checks prior to new worker and key volunteer involvement with at-risk individuals. Complete background checks for all existing workers/key volunteers. The depth of background checks should be appropriate for the risk posed by the positions/roles.
- Ensure your background check policies permit periodic checks beyond hiring.
- Hiring and employment practices for workers and key volunteers should include:
 - Compliance with state/federal labor laws
 - Applications completed pre-hire
 - Personal interviews
 - Reference checks
- Implement physical controls, such as segregated rooms, fencing and viewing-glass panes to allow for clear supervision and open monitoring of at-risk individuals.
- Train workers and key volunteers on the organization's program – including (but not limited to) prevention, recognition and response.
- Make information on basic prevention tips and key aspects of the program available to at-risk individuals and their parents/guardians.
- Provide a clear and easy way for individuals to report allegations to your organization. All allegations should be communicated to top leadership, higher governing bodies, legal counsel and legal authorities, if applicable.
- Investigate all allegations, with checks and balances so one individual does not solely control the investigation and response process. All purported victims should be treated with care.
- Designate a qualified spokesperson to handle all media inquiries and statements to the public.
- During investigations, remove alleged offenders from their positions if safety concerns exist and terminate all offenders if allegations are determined to be true.
- Designate a person or group to oversee, enforce and audit the program. Leaders should be held accountable for their group or area. Hold subcontractors to standards of the program. Any deviations from the program need to be reviewed with legal counsel.