



The prevention of child abuse is a key risk management issue for all YMCAs. The following brief questionnaire that will help assess your association's prevention efforts. Please take a few moments to complete the CAP Checklist and see how your YMCA is doing.

CAP CHECKLIST

- | <u>Yes</u> | <u>No</u> | |
|------------|-----------|--|
| ___ | ___ | All employee and volunteer candidates complete an application and information is verified. |
| ___ | ___ | Documented reference checks are conducted for all employees and volunteers that may come in contact with children. |
| ___ | ___ | Criminal background checks are obtained for all employees and volunteers that may come in contact with children. |
| ___ | ___ | The association's Child Abuse Prevention Training Program has been updated within the last year and elements from the Y-USA program (08-03) have been included. |
| ___ | ___ | The association's Child Abuse Prevention Training Program includes information about the prevention of peer abuse and "Bullying". |
| ___ | ___ | Child Abuse Prevention Training is provided to all employees and volunteers that may come in contact with children, within 90 days of their start date and attendance is documented. |
| ___ | ___ | A Child Abuse Prevention Training refresher is provided to all employees and volunteers that may come in contact with children, each year and attendance is documented. |
| ___ | ___ | All supervisors with responsibility of screening, interviewing and hiring have completed the self-administered training on CD#1 of the Y-USA program. |
| ___ | ___ | Child Abuse Prevention awareness and policy review is included in an orientation for all policy volunteers and revisited annually. |
| ___ | ___ | All employees and volunteers that may come in contact with children sign the <i>YMCA Child Abuse Prevention Code of Conduct</i> and a record is maintained in their personnel file. |
| ___ | ___ | A single staff member is never alone with a single child. |
| ___ | ___ | Proper supervision ratios are maintained in all programs. |
| ___ | ___ | There are always at least two staff members on vehicles transporting children. |
| ___ | ___ | The YMCA's Child Abuse Prevention practices and policies are communicated to parents of YMCA children. |
| ___ | ___ | The YMCA's Child Abuse Prevention practices and policies are communicated to the YMCA's community. |
| ___ | ___ | All unsupervised areas of YMCA facilities are kept secure. |

What's your Score?

Yes to 1 – 5 Questions	Your rating is low and your practices need to be enhanced. Please use this questionnaire as a guide in developing an action plan for improvement.
Yes to 6 – 11 Questions	Your rating is average and your association's practices can be enhanced. Please use this questionnaire as a guide in developing an action plan for improvement.
Yes to 12 – 15 Questions	your rating is good and your association's practices are strong. Please use this questionnaire as a guide in making them even stronger.
Yes to ALL Questions	Way to go! Your rating is excellent . Your association is a leader in the YMCA's efforts to prevent Child Abuse.

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“Our Goal is in our Name”
