

## Preventing Child Abuse in Classrooms and Programs

Use this checklist to make sure you and your team are doing everything you can to keep children safe.

### Protecting Children from Child Abuse at Home or in the Community

- I know each child and family by name.
- I talk to families regularly about their lives at home (stressors, jobs, deployment, child-care arrangements, questions about their child's development, etc.)
- I know the signs of stress in families.
- I model positive child guidance techniques.
- I provide parent education or community resources.
- I encourage families to spend time at the program.
- I talk to children regularly about their friends and experiences at home.
- If I notice a strange bruise, mark, or injury, I ask the child about it.

## Protecting Myself from Allegations of Child Abuse

- I make sure adult-to-child ratios are posted, understood, and followed at all times.
- I use active supervision strategies; I can see and hear all children at all times.
- I complete written incident reports whenever an injury or potential injury occurs.
- I minimize opportunities for adults to be alone with children.
- If I am alone with children, I welcome or request visits from my supervisor.
- I understand that cameras or other surveillance equipment are tools that can protect me from allegations.
- I do not allow unauthorized visitors in my classroom. All visitors must sign-in at the front desk.
- I question adults who are not wearing name tags or visitors badges.
- I conduct a daily health screening when the child arrives. I write down any illnesses, marks, or bruises. If I notice any unusual marks, I ask the child and parent what happened.
- I make sure that the windows to classrooms are uncovered, so supervisors and others can see in all classrooms.
- I do not allow children to go into closets, sheds, or workrooms (with or without an adult) where they cannot be seen.
- I never use, or threaten to use, corporal punishment like paddling.
- I never force a child to be touched (hold my hand, hug, be carried, have his/her back rubbed, etc.).
- I make sure children never leave the facility with a staff member or volunteer without written permission from parents.
- I do not transport children alone in my personal vehicle.
- I know and use positive guidance techniques. I know strategies to prevent challenging behavior. I know how to respond in a positive way.
- I have (or my program has) a written policy about discipline, guidance, and appropriate touch. I have read these policies and understand them.