

SUPPLEMENTAL SEXUAL ABUSE INFORMATION APPLICATION

Na	me of Applicant:
1.	Do you have a written abuse protocol for your employees and volunteers?
	Has your protocol been approved by your i. Governing body ii. Legal Counsel Yes □ No □ Yes □ No
2.	Does your employment and volunteer application include questions about whether the individual has ever been convicted of any crime, including sex-related or child-abuse related offenses? Yes No
3.	Do you routinely request and receive background investigations on the following individuals?
	Employees
	Volunteers
4.	What type of Criminal background check is performed? \square Provincial \square Federal \square Abuse-registry
5.	While waiting for results of background investigations, are individuals permitted to work with minors? \square Yes \square No
6.	Do you permanently and securely keep records of police & background checks including reference numbers/applicants names & dates for all relevant personnel?
7.	Please describe the procedure you follow if a background investigation reveals a past offence of any kind:
8.	At staff/volunteer orientations, do you discuss physical/sexual abuse, including how to recognize the signs, what to do if a member reports someone molested him/her, etc? \square Yes \square No Is this training provided annually? \square Yes \square No
	Is it mandatory that all employees and volunteers receive this orientation and training? \square Yes \square No
	Is there an acknowledgement signed by all employees and volunteers that they have received the orientation and training? \square Yes \square No
9.	Do you conduct any activities away from the premises (such as day trips, overnight trips, etc.) Yes No
	If yes, please provide full details:
10.	Do you have a written crisis management plan in place for dealing with member, employees, victims, parents, authorities and media if you have an incident of abuse?
	Are written reports made of the investigation? \square Yes \square No Are the records permanently kept on file? \square Yes \square No
11.	Have you ever had an incident which resulted in an allegation of physical or sexual abuse?
12.	Please describe any additional measures taken by your organization to prevent sexual abuse of minors: