

PRAESIDIUM

Policy & Procedure Checklist

Ensure that your organization is prepared to respond to allegations and suspicions of abuse.



Our staff know and understand the correct steps to take when making a mandatory report.



Our organization has established clear communication channels and a strong partnership with local authorities.



Our responding procedures clearly state which stakeholders must be informed of an allegation of abuse (i.e., Board of Directors, legal counsel, licensing, insurance carrier, parents/guardians, etc.)



Our organization has a comprehensive incident review/investigation process to follow in case of an allegation. This process allows the organization to learn how to prevent such incidents from occurring in the future while not interfering with any other investigations from authorities.



The appropriate leadership staff are aware of their responsibilities throughout each step of the response process.



All staff complete training in all responding procedures based on their role and responsibilities.

