

**Sexual Abuse, Harassment and Molestation Liability Application – Part B (Policies)
For participating ALICAP members**

Participant _____
 Date Completed _____
 Completed by _____

HAS YOUR SCHOOL ADOPTED THE FOLLOWING POLICIES OR PROCEDURES? (There is a line provided; if your school already has a policy in place, please insert your school's policy number regarding this topic.)

Check the appropriate box

Volunteers:

Application for Volunteers N/A YES NO _____

Employees:

Employee Orientation (i.e. NASB form 402.02) N/A YES NO _____

Child Abuse Reporting (i.e. NASB form 403.02) N/A YES NO _____

Child Abuse Reporting Regulation (i.e. NASB form 403.02R1) N/A YES NO _____

Abuse of Students by School District Employees (i.e. NASB form 403.03) N/A YES NO _____

Abuse Complaint Form (i.e. NASB form 403.03E1) N/A YES NO _____

Witness Disclosure Form (i.e. NASB form 403.03E2) N/A YES NO _____

Abuse of Students by School District Employees Regulation
(i.e. NASB form 403.03R1) N/A YES NO _____

Harassment by Employees (i.e. NASB form 404.06) N/A YES NO _____

Harassment Compliant Form (i.e. NASB form 404.06E1) N/A YES NO _____

Witness Disclosure Form (i.e. NASB form 404.06E2) N/A YES NO _____

Harassment Investigation and Reporting (i.e. NASB form 404.06R1) N/A YES NO _____

Support Staff Qualifications, Recruitment and Selection
(i.e. NASB form 412.02) N/A YES NO _____

Harassment Compliant Form (i.e. NASB form 504.18E1) N/A YES NO _____

Custody and Parental Rights (i.e. NASB form 508.07) N/A YES NO _____

Students:

Harassment by Students (i.e. NASB form 504.18) N/A YES NO _____

Witness Disclosure Form (i.e. NASB form 504.18E2) N/A YES NO _____

Harassment by Students Investigation Procedures (i.e. NASB form 504.18R1) N/A YES NO _____

Sexual Abuse, Harassment and Molestation Liability Application –Part A (Practices)

For participating ALICAP members

Participant _____

Date Completed _____

Completed by _____

Any student could be exposed to the risk of sexual abuse, harassment or molestation although such cases are more common with children in group homes and day-care operations. Schools must take necessary precautions to avoid such liabilities. Children such as those with handicaps, emotional and/or physical needs and other special education needs many times are placed in situations where assistance by school personnel is handled on a one-on-one matter.

This application focuses on documenting your school’s sexual abuse, harassment and molestation policies and practices.

Check the appropriate box

- | | | | |
|--|------------------------------|------------------------------|-----------------------------|
| 1. Do <u>all employees</u> complete employment applications? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Does pre-employment background investigations include the following?:
(check all regularly completed) | | | |
| Professional References | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Personal References | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Education Verification | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| State Patrol Records | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Local Police Records | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| State Health and Human Services | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Local Health and Human Services | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Are records kept which document the investigations completed on hired employees? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Has the school adopted the required written ALICAP abuse policies and procedures? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Are child abuse and neglect laws reviewed with all employees? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Are the school’s policies and practices for handling matters of alleged sexual misconduct reviewed with employees? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Does the school utilize volunteers? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Do <u>all volunteers</u> complete an application similar to an employment application? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Are child abuse and neglect laws reviewed with all volunteers? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Are the school’s policies and practices for handling matters of alleged sexual misconduct reviewed with volunteers? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Are records kept which document the investigations completed on volunteers? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Are procedures in place that more than one employee or volunteer is present at all times when a child is at your school? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. Are students provided instructions in their handbook as to how to report any possible instances of sexual misconduct or abuse? | <input type="checkbox"/> N/A | <input type="checkbox"/> YES | <input type="checkbox"/> NO |