



Protecting Children: Checklist for Supervisors



Supervisors of employees who work with minors are often uniquely poised to prevent child sexual misconduct. School policies often identify supervisors as recipients of misconduct reports, and their employees may work directly or indirectly with children. For these reasons, supervisors of employees who have regular or unsupervised access to minors should understand institutions' reporting practices and potential warning signs for child sexual misconduct.



A. Screening Employees and Volunteers

When interviewing job candidates, do you ask questions to determine whether the individual has difficulty in developing adult relationships or exhibits an excessive interest in developing personal relationships with children such as:

- Why are you interested in working with children? Yes
 No

- How would you describe yourself? Yes
 No

- Why do you enjoy working with children? Yes
 No

- What about this position appeals to you? Yes
 No

- How would you respond to a situation involving potential sexual misconduct or abuse of the children you interact with? Yes
 No

During the interview, do you discuss your institution's policies on child safety and emphasize that it has zero tolerance for sexual misconduct? Yes
 No

Do you consider the following information about an applicant a red flag or suspicious:

- Unexplained gaps in the applicant's personal or employment history? Yes
 No

- Unstable employment or residence history, resignations, or frequent changes of residence or transfers? Yes
 No

- Failure to list contact information for supervisors at previous jobs or volunteer positions? Yes
 No

- Other incomplete or inaccurate information? Yes
 No

- Excessive interest in working with specific age groups or developing one-on-one relationships with children? Yes
 No

- Difficulty in maintaining meaningful adult relationships or low self-esteem? Yes
 No

If you are not the hiring manager, do you submit red flags to the hiring manager for further investigation? Yes
 No

Actions Needed



B. Behavioral Standards for Interacting With Minors

When supervising employees, volunteers, or contractors who work with minors, do you:

- Make periodic unannounced visits at activities involving minors to observe whether behavioral standards are being followed? Yes No
- Document specific observations about how those under your supervision interact with children? Yes No
- Correct and provide prompt feedback to employees, volunteers, or contractors regarding their adherence to child safety practices and policies? Yes No
- Stop any activity with a child that appears suspicious? Yes No
- Discontinue an adult's participation in activities or programs involving minors if inappropriate behavior is suspected or alleged? Yes No

Do you consider the following behaviors from an adult a red flag or suspicious:

- Excessive interaction with a particular student that goes beyond the requirements of an educator's position? Yes No
- Violation of rules and policies on interactions with children or teens? Yes No
- Excessively touching or hugging a student? Yes No
- Flirtatious behavior, telling sexy jokes, or sharing secrets with a student? Yes No
- Sexual comments about a student? Yes No
- Consistently crossing boundaries, such as offering car rides to students? Yes No

Actions Needed



C. Reporting and Addressing Suspected Misconduct

If you suspect an employee, volunteer, or contractor you supervise has perpetrated sexual misconduct against a minor, do you:

1. Follow your institution's reporting policy, which may include informing:
 - The Title IX coordinator? Yes
 No

 - Campus police? Yes
 No

 - The institution's legal counsel? Yes
 No

 - The institution's head of compliance? Yes
 No

 - The institution's protection of minors officer? Yes
 No
2. Follow any applicable state or local laws, which may include informing:
 - The police? Yes
 No

 - State or local child protection authorities? Yes
 No
3. Take immediate steps to prevent further harm to the alleged victim or other minors, such as removing the alleged abuser from the program or activity or limiting that individual's contact with minors pending resolution of the matter? Yes
 No

Actions Needed

Resources

[Protecting Minors: Behavioral Standards for Interacting With Minors](#)

[Protecting Minors: Screening Employees and Volunteers](#)

[Protecting Minors: Reporting and Addressing Suspected Misconduct](#)

Acknowledgment

Protecting Children: Checklist for Supervisors was written by Melanie Bennett, associate risk management counsel.



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