



Monitoring Behavior

Monitoring behavior is the responsibility of all staff to hold each other accountable for appropriate behaviors and to report inappropriate conduct to leadership.

STEP 1: Developing the Monitoring Protocol

- Determine how your Code of Conduct is being adhered to and where additional policy or training may be needed.
- Include language indicating all staff have the responsibility to observe and report inappropriate or concerning behaviors displayed by staff or by youth.
- Consult your child safety team to identify areas of strength and higher risk activities where monitoring would be especially important.
- Define the people who must be informed when staff, volunteers, or children observe inappropriate or harmful behavior.
- Outline the steps all staff and volunteers must follow when reporting suspected abuse.

STEP 2: Promoting a Culture of Safety

- Encourage staff to view safety as a priority and mutual responsibility, encourage questions, establish ongoing communication, and provide support to build trust.
- Provide positive feedback when observing expected and appropriate behaviors.
- Ensure leadership is present, models appropriate behavior, supports positive interactions, and intervenes when needed.
- Integrate review and acknowledgment of your Code of Conduct into your screening and hiring process for all new staff and volunteers.
- Conduct annual surveys and audits to gather information from staff, youth, and parents including questions about boundaries and appropriate behaviors.
- Equip parents with information about your child sexual abuse prevention plans.

STEP 3: Sustaining the Monitoring Protocol

- Use individual supervision, performance reviews, and staff meetings to talk about the Code of Conduct and provide staff feedback on observed behaviors.
- Provide ongoing trainings that reinforce your Code of Conduct and Code of Ethics.
- Ensure all concerns are addressed and any harmful behaviors are reported to the Department of Children and Families and law enforcement.
- Review the results of the staff surveys and internal audits to identify areas for improvement, staff accountability, and transparency.
- Assess your protocol and implement changes based on findings.