

Document Preparation for Praesidium's Policy Analysis

Please send the following list of policies, materials, and curricula.

Policies

- Employee policies and procedures
- Volunteer policies and procedures
- Policies that relate to the screening and selection of employees and volunteers
- Policies that relate to employee disciplinary process
- Policies that relate to training employees and volunteers
- Policies that relate to the interactions between employees and volunteers and clients
- Policies that relate to the response to suspicious or inappropriate interactions between employees and clients
- Policies that relate to the response to incidents or allegations of abuse
- Policies describing how to report allegations of suspected abuse

Human Resource Documents

- Employee handbook
- Volunteer handbook
- Youth handbook/student handbook
- Parent and guardian handbook
- Standard application for employees
- Standard application for volunteers
- Standard interview questions for employees
- Standard list of questions for employee reference checks
- Staff code of conduct
- Volunteer code of conduct

Training Curricula

- Curriculum used to train employees and volunteers in the prevention of abuse
- Curriculum used to train hiring managers in the screening and selection of employees and volunteers
- Curriculum used to train employees in the prevention of child-to-child abuse



PRAESIDIUM
Our passion. Your protection.