# SOP: Assemble and Train the Child Protection Team

|  |
| --- |
| Objective |
| To recruit, organize, and train a capable Child Protection Team (CPT) that is prepared to execute safety protocols effectively during both drills and real emergencies. This SOP includes steps to ensure all volunteers meet necessary screening requirements, are trained for their roles, and can function cohesively as a team. |
| Procedures |

### 1. Recruit Team Members

**A. Identify Candidates**

* Seek qualified volunteers, including:
  + Church leaders (e.g., elders, deacons).
  + Individuals with emergency response, childcare, or teaching experience.
  + Parents who are engaged in church activities.
* Prioritize volunteers with reliability, teamwork skills, and the ability to remain calm under pressure.
* Set a minimum team size of 5-10 members to cover key roles.

**B. Implement Mandatory Screening**

1. **Sterling Volunteers Screening**

* All volunteers interacting with children must complete a mandatory background screening through Sterling Volunteers.
* Sterling Volunteers provides a secure, tamper-free background check that can be shared with other nonprofits if desired.
* Volunteers will:
  + Enter their information securely online.
  + Receive a verified background check to ensure eligibility.
  + Use their verified check for additional roles within the church or other organizations.

2. **Monitor and Verify**

* The Child Protection Coordinator (CPC) maintains a record of screened volunteers.
* Ensure no unscreened individuals interact with children.

### 2. Provide an Overview of the SOPs

**A. Introduction to Safety Protocols**

* Share a high-level overview of relevant SOPs, including:
  + Communication protocols.
  + Map organization and zone assignments.
  + Scenario planning and drill execution.
* Stress the importance of child safety and the team’s role in emergencies.

**B. Mandatory Acknowledgment**

* Require all volunteers to sign an acknowledgment form confirming they understand and agree to follow all SOPs.
* Document the completion of Sterling Volunteers screening.

### 3. Conduct Initial Training

**A. Prepare and Schedule**

* Organize training sessions to cover the core responsibilities of the CPT.
* Include scenario-based learning and role-specific instructions.

**B. Training Content**

1. **Training Agenda**

* + **Introduction**:
    - Welcome team members and outline session objectives.
  + **Emergency Basics**:
    - Review communication protocols (e.g., code phrases, chain of command).
    - Introduce the church property map and explain zone assignments.
  + **Role-Specific Training**:
    - Teach Zone Searchers systematic search techniques.
    - Train the Parent Liaison on delivering calm and clear updates.
    - Walk the Communication Coordinator through tracking and reporting progress.
  + **Scenario Simulation**:
    - Practice a missing child scenario to reinforce concepts.
    - Evaluate performance and provide feedback.

2. **Certify Readiness**

* + Confirm understanding by having volunteers demonstrate key skills.
  + Address any gaps in knowledge or execution.

### 4. Maintain Ongoing Training

**A. Schedule Refreshers**

* Hold quarterly training sessions to reinforce skills and address updates to protocols.
* Use drills as opportunities for hands-on training.

**B. Incorporate Lessons Learned**

* Use feedback from drills or emergencies to refine training sessions.

**C. Evaluate Performance**

* Track individual and team effectiveness using feedback forms and assessments.
* Adjust training materials to reflect updated protocols or challenges.

|  |
| --- |
| Roles and Responsibilities |

1. **Child Protection Coordinator (CPC)**

* + Oversees recruitment, Sterling Volunteers screening, training, and readiness.

2. **Child Safety Drill Leader**

* + Leads training sessions and ensures volunteers practice their roles effectively.

3. **Zone Searchers**

* + Participate in training to master search techniques and zone procedures.

4. **Communication Coordinator**

* + Tracks progress during drills and emergencies.
  + Practices real-time communication during training scenarios.

5. **Parent Liaison**

* + Practices clear and empathetic communication during training scenarios.
  + Builds confidence in handling real-life parental interactions.

|  |
| --- |
| Tools and Resources Required |

1. **Sterling Volunteers Platform**

* + Secure online portal for mandatory background screening.

2. **Training Materials**

* + SOP documentation.
  + Videos, handouts, or slides for training sessions.

3. **Scenario Simulation Tools**

* + Stopwatch or timer for drills.
  + Props for simulating zones or challenges.

4. **Feedback Forms**

* + Templates for evaluating team performance during training and drills.

5. **Church Property Map**

* + Labeled maps for zone assignments and hands-on practice.

|  |
| --- |
| Deliverable |
| A fully staffed and trained Child Protection Team with all members verified through Sterling Volunteers screening, ready to execute SOPs efficiently during drills and real emergencies. |