USAG Wiesbaden Inspection Program (OIP) Checklist	Date(s) of Inspection	
Functional/Subordinate Area:RELIGIOUS SUPPORT **Child Protection Management System**	**Score**	**Checklist Effective Date:**
Inspecting Office/Agency/phone number: **DIVISION CHAPLAIN:**	**Inspected Unit:**	**Inspector Name/ Phone:**

1. TASK: To provide an effective Unit Ministry Team (UMT) to provide comprehensive religious support for the Commander's Master Religious Plan for Soldiers, Army Civilians, and Family Members.

2. CONDITION: Thorough inspection of the Chapel children and youth programs to ensure compliance with established regulations, policies, and procedures; and assesses the Child Protection Management Systems.

3. STANDARDS: The UMT or Garrison will provide all documentation in sequential order, in a 3 ring binder IAW with this checklist. The UMT and/or Garrison will receive an overall assessment based on the following categories:

90 – 100 points = GREEN, 70 – 89 points = AMBER, 60-69 points = RED
59 and below points= Black * 96 - 100 points = Commendable

A failure to answer questions identified with an asterisks (*) will result in a re-inspection of this area.

Required References On hand:

Primary Resources
AD 2014-23 Conduct of Screening and Background Checks For Individuals Who Have Regular Contact With Children in Army Programs
AD 2015-44 Updates on Child Safety Training
IMCOM - Europe Chaplain's Office Code of Conduct for the Protection of Children AR 608-1 Army Community Service
AR 608-10 Child Development Services
AR 608-18 The Army Family Advocacy Program
DoDD 6400.1 Family Advocacy Program (FAP)
DoDD 6400-2 Family Advocacy Program
DoDD 6400-3 Family Advocacy Program
AR 165-1, Chaplain Activities in the United States Army
DoDI 1402.05 Background Checks on Individuals in DoD Child Care Services Program
DoDD 5400.11 Privacy Program
DoDI 6060.02 Child Development Programs (CDPs)
DoDI 6060.4 Department of Defense (DoD) Youth Programs
Chief of Chaplains Child Protection Guidance at Chaplain Sponsored Events (CCCPG)
DoDI 1400.25 DoD Civilian Personnel Management System
DA Form 7318 Initial Report of Child Abuse in DOD Operated or Sanctioned Activities
DA Form 7318-1 Follow-up/Interim Report of Child Abuse in DOD Operated or Sanctioned Activities
DA Form 7318-2 Close Out Report for Reports of Child Abuse in DOD operated or Sanctioned Activities

Secondary Resources:
AR 600-8, Military Personnel Management
AR 600-20, Army Command Policy
AR 600-100, Army Leadership
FM 1-05, Religious Support Doctrine

/16pts

A. TRAINING		3pts Ea

A. TRAINING

    1. Individual

        a) Have all staff (Religious Affairs Specialist, Chaplains, DRE) and specified volunteers been trained to identify and report suspected child abuse? Ref: DoDI 6060.4 E4.5.2; E4.2.4; AD 2014-23; AD 2015-44; DoDI 1402.5 E3.e.5;

        b) Do UMT members have valid CPT certificates?

        c) Personnel who work with youth, including volunteers, instructors and coaches have completed criminal history background checks as required by DoDI 1402.5 or latest edition.

/15pts

B. READINESS

5pts ea

    1. UMT and Personnel Readiness to respond

        a) Programmatic procedures and facility structural requirements are followed to protect children and youth from child abuse and neglect. Closed circuit surveillance systems or convex mirrors are used.

        b) UA policy is in place that requires the use of positive guidance techniques which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem. The policy should prescribe actions that constitute acceptable and unacceptable conduct and touching both among children and among adults and children within the YP.

2. Does the UMT and volunteers have protocols and forms for reporting violations of child abuse?		/15pts
C. ADMINISTRATION 1. Are files organized? 2. Does UMT keep After Action Reviews from previous year's training plan? 3. Does the UMT have copies of the Installation and Division UMT Training Calendars? 4. Does the UMT attend Installation/Division training events related to Child Protection? 5. Are the current referral list points of contact, telephone numbers, and locations available for Child Protection Management?		2pts Ea

9.		/15pts
D. PROFESSIONAL DEVELOPMENT		3pts Ea
1. Are eligible members scheduled to attend courses on Child Protection Prevention, Background Check management, volunteer recruitment? 2. Is Initial Counseling for Religious Assistant Specialist and volunteers being conducted within 30 days?		
		/15pts
E. EQUIPMENT AND SUPPLIES		3pts Ea

		/24pts
		/100pts

UNIT POC SIGNATURE_____

INSPECTOR SIGNATURE_____