

# The 2026 Virginia Child Safety Compliance Toolkit



## A PPE Kids Executive Resource

**Notice:** This toolkit is designed to help your organization align with the legislative reforms effective **July 1, 2026**. It covers the essential requirements of **SB 556, HB 1490, and HB 1626**.

---

### Part 1: The "Liaison" Appointment Letter

*Under HB 1490, every organization must have a central point of contact for the VDSS Hotline. Use this template to officially designate yours.*

**To:** All Staff and Volunteers

**From:** [Executive Director/Principal/Pastor]

**Date:** [Date]

**Subject:** Appointment of Primary Safeguarding Liaison

Effective immediately, **[Name of Staff Member]** has been appointed as the **Primary Safeguarding Liaison** for **[Organization Name]**.

In accordance with Virginia HB 1490, this individual is responsible for:

1. Acting as the sole point of contact for the VDSS Centralized Hotline.
2. Ensuring CPS investigators have immediate face-to-face access to children under age 3 during an investigation.
3. Maintaining all training logs and reporting records.

---

### Part 2: The 24-Hour Reporting Protocol (SB 556)

*This flowchart ensures your staff knows exactly what to do when a "Red Flag" is identified. We recommend printing this and placing it in every staff breakroom.*

#### Step 1: Observation

You witness or receive a report of a "Boundary Crossing," grooming behavior, or a specific obscenity offense.

## Step 2: The 24-Hour Clock Starts

Under SB 556, you have exactly **24 hours** from the moment of suspicion to report.

## Step 3: Internal Notification

Inform the Primary Safeguarding Liaison immediately. Do **not** conduct an internal investigation first.

## Step 4: The Official Report

Call the Virginia Child Abuse & Neglect Hotline: **1-800-552-7096**.

*Note: If a child is in immediate physical danger, call 911 first.*

---

## Part 3: The HB 1626 Training Tracker (Sample)

*Virginia now caps non-academic training at 25 hours per 5-year cycle. Use this log to ensure you stay within the limit.*

Staff Name	Training Subject	Date	Duration	5-Year Total
Jane Doe	Grooming Recognition	08/15/26	2 Hours	2 / 25 Hours
John Smith	Mandatory Reporting	08/20/26	1.5 Hours	1.5 / 25 Hours

---

## Part 4: The Safe-Space Audit (Physical Environment)

*Under the PPE Standard, your building is part of your safety system. Walk through your facility and check for these "High-Risk" areas:*

- **Visibility:** Do all classroom doors have windows that are unobstructed (no posters or curtains)?
- **The "Rule of Three":** Are there any locations where an adult could be alone with a single child without being visible to others?
- **Digital Oversight:** Is your guest Wi-Fi filtered to prevent the "distribution or display of obscenity" (as outlined in SB 556)?

---

## Part 5: Signature Page (Employee Attestation)

*Under HB 1626, a "checked box" is not enough. You need a signed record of competency.*

"I, [Employee Name], hereby certify that I have received and understood the 2026 Virginia Safeguarding Standards training provided on [Date]. I understand my role as a Mandated Reporter and the specific 24-hour reporting requirements for obscenity offenses under SB 556."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Next Steps for Your Leadership:

This toolkit is a starting point, but manual tracking is where most organizations fail. **PPE Kids** provides a fully managed version of this toolkit, including:

- **Digital Dashboards** that track your 25-hour cap automatically.
- **On-Call Support** for your Primary Safeguarding Liaison.
- **The Behind the Smile™ Curriculum** to satisfy all 2026 training requirements.