

Safe Sanctuaries Policy Review Check List 2011

Church: _____ Pastor: _____

District: _____ Date: _____

Every congregation in the Western North Carolina Conference is expected to approve and implement a Safe Sanctuary policy and procedures. The following review is designed to assist you in making sure that those procedures are implemented throughout the year.

Please check appropriate boxes:

Yes No

___ ___ Our church has completed, approved and implemented a Safe Sanctuaries policy and procedures for our church. (Please attach a copy of your current policy and procedures.)

___ ___ Our church does not have Safe Sanctuaries policy and procedures in place.
What is your church's plan to develop and implement Safe Sanctuaries policy and procedures in the coming year? _____

___ We need assistance.

___ ___ Our Church Council has approved a policy and procedures, and they will assist, as needed, in the implementation of those procedures.

Date approved: _____ Date last reviewed: _____

___ ___ We are "advertising" the Safe Sanctuary project to our church family, especially to those who work with children and youth, and parents. Some of the ways we inform our congregation and visitors about Safe Sanctuaries: _____

___ ___ One or more persons from our church have attended a "Safe Sanctuary" training.
Where was the training? _____ Date of training: _____
Names of individuals attending: _____

Safe Sanctuaries Procedures: What procedures (listed below) does your church currently follow in regards to Safe Sanctuaries?

Yes No

___ ___ Two-Adult rule: two unrelated adults in all activities with children and youth

___ ___ Roving Superintendent/monitor during ministry and class times

___ ___ Open-door policy (keeping an open door during all activities and classes with children/ youth)

___ ___ Windows in all classroom doors (or half-doors)

___ ___ Five-years-older rule (all persons in leadership are at least 5 years older than the oldest participant)

___ ___ No workers or volunteers with children or youth are under the age of eighteen without an adult present

___ ___ Six-month membership rule before working with children or youth

(People must be a member for at least 6 months prior to working with children or youth)

___ ___ Parent-Family Education to learn about Safe Sanctuaries and elements of abuse

- Appropriate equipment and supervision while playground/ recreational equipment is used
- Settings for Youth Ministries—Safe & Secure (see pgs. 47-50 of Safe Sanctuaries for Youth)
- Procedures established for overnight trips with children/youth (see WNCC Youth Event Procedures: <http://www.wnccumc.org/yth/pdf/WNCC-YouthEventProcedures.pdf>)
- Youth group websites are monitored to keep youth information secured - pictures & names not posted
- We have adequate liability insurance for all of our ministries, including sexual abuse/misconduct coverage
- Procedures are established for transportation off church property
- Other procedures our church follows: (Please list below)

Interpersonal Relationship Guidelines:

Yes No

- We train leaders in appropriate interpersonal boundaries between children, youth and adult workers
- We provide advance notice to parents; communication of event details; and require written permission for permission in activities and travel
- We practice open-door counseling with children/youth
- We have established procedures for pastoral counseling that seeks to protect our pastor and the counselees
- We have established and follow the guidelines we have set regarding cyber Safety: social media, cell phone, texting, photography, web-site access
- Other procedures our church follows: (Please list below)

Training:

Yes No

- We provide ANNUAL Training/Orientation for Workers
Date of most recent training: _____
- ANNUAL First aid & CPR training is ___required ___recommended by church policy
Date of most recent training: _____
- We have first aid kits available (in the church, fellowship hall, van, etc.) and a plan to keep them stocked

Background Information:

Yes No

- We require and have completed DMV checks on all persons driving the church van, or using their personal cars to transport children and youth
- We require and have completed Criminal Records and sexual abuse checks on volunteers prior to working with children or youth
- We require and have completed Criminal Records and sexual abuse checks on paid staff required prior to working with children or youth
- All background forms and reports are held in the strictest confidence with controlled and limited access and are kept in a secure location. (Reports must be kept FOREVER.)
- Written volunteer application forms for all adult workers are ___required ___recommended
- We ask for personal reference forms for adult workers with children and youth

- We conduct personal interviews with adult workers
- We have a participation covenant that workers and volunteers with children and youth are asked to sign and follow

Responding:

Yes No

- We have procedures for reporting accidents or injuries
- We have procedures for reporting suspected incidents of abuse.
Call your local Department of Social Services or local law enforcement agency
- We have procedures in place for caring for all victims and congregation
- We have a written response plan for media inquiries including a designated spokesperson

Review:

It is recommended that all congregations maintain adequate liability insurance and that you review your Safe Sanctuaries policy & procedures with your attorney and insurance company. This review checklist does not imply that you have an adequate policy and procedures. The responsibility for an adequate policy and procedures rests with each congregation.

Yes No

- We have reviewed our Safe Sanctuary Policy and Procedures with our attorney
- We have reviewed our Safe Sanctuary Policy and Procedures with our insurance company

Form Completed by:

Name	Church Position	Date

Contact Information: (phone) _____ (email) _____

Our church needs additional assistance in the following area(s):

Pastor	Date

Church Council Chair Signature	Date

Trustees Chair Signature	Date

For more Information, please check out these websites or contact:

- <http://www.wnccumc.org/yth/safesanctuaries.htm>
- <http://www.wnccadmin.org/LocalChurchIncorporationInformationBooklet.pdf>
- Caroline Wood – cwood@wnccumc.org
- Michelle Foster – mfoster@wnccumc.net
- Katie Warren – kwarren@wnccumc.org
- Rev. David Warren – dlwarren@charter.net