



Policy Review Checklist

Church: _____ Pastor: _____

District: _____ Date: _____

Every congregation in the Holston 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.)
If not, 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 implementation of these procedures.

Date approved: _____ Date last reviewed: _____

We are actively promoting Safe Sanctuaries 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 or windows in all classroom doors policy (or half doors)
- Five-years-older rule (all leaders are at least 5 years older than the oldest participant)
- No workers/volunteers with children/youth are under the age of eighteen without adult present
- Six-month membership or participation rule before working with children
- Parent-Family Education to learn about Safe Sanctuaries and elements of abuse

Appropriate equipment and supervision while playground/recreational equipment is used
Procedures established for overnight trips with children/youth
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 activities and travel.
We practice open-door counseling with children/youth.
We have established procedures for pastoral counseling that seek 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 keep them stocked.

Background Information:

Yes No

We require and have completed background checks on volunteers prior to working with children or youth.
We require and have completed background checks on paid staff 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 and check 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.

Form Completed by:	Church Position	Date
_____	_____	_____

Contact Information: (phone) _____ (email) _____

_____	_____
Pastor	Date

_____	_____
Church Council Chair Signature	Date

_____	_____
Trustees Chair Signature	Date

For more information, or assistance with Safe Sanctuaries contact:

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