



# 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. 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.

**Please check appropriate boxes:**

<u>Yes</u>	<u>No</u>	
_____	_____	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 procedure in the coming year?
_____		

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

<u>Yes</u>	<u>No</u>	
_____	_____	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
_____	_____	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
- We provide annual training/orientation for Workers
- Annual first aid & CPR training is \_\_\_required \_\_\_recommended by church policy
- We require and have completed background checks on volunteers and 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.
- We have procedures for reporting accidents or injuries
- We have procedures for reporting and responding to suspected incidents of abuse

**Form Completed by:** \_\_\_\_\_ **Church Position** \_\_\_\_\_ **Date** \_\_\_\_\_

Contact Information: (phone) \_\_\_\_\_ (email) \_\_\_\_\_

**For more information, or assistance with Safe Sanctuaries contact:**

**Holston Conference of The United Methodist Church**  
**Office of Connectional Ministries**  
**865-690-4080**  
**PO Box 850, Alcoa, TN 37701**

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