

STEPS TOWARD a SAFE and SECURE ENVIRONMENT

1 Screen Leaders

- Use a confidential volunteer application form.
Include:
 - *Name and address*
 - *Prior church membership and volunteer work*
 - *Photo ID and driver's license*
 - *References*
 - *A signed release form permitting you to conduct reference and background checks.*
- Conduct personal interviews.
- Complete background checks.

2 Establish Policies

- Examine policies from other churches.
- Form a committee to research and formulate policies that meet your churches needs.
- Check with other organizations (YMCA, Boy Scouts, and day care centers) in your area.
- Consult your insurance agent and church attorney. Does you coverage include acts of child molestation?
- Present policies to the church.
- Have a plan for when and how to report child abuse. You are required by law to do so!

3 Maintain Safety

- Keep accurate records.
Emergency Card, Baby Schedule Cards, and Child Information Sheets
- Keep all teachers aware of dangers and policies. The person picking up the child must have a security card.
- Use sign in/out sheets regularly and consistently.
- Make sure young children are released to parents or authorized adults only.
- Have a plan for when and how to report child abuse.
- Conduct regular safety checks.
 - Indoors: *equipment, materials, restrooms, play equipment, food and poison safety.*
 - Outdoors: *parking areas, halls, steps, entry, play equipment.*
- Establish and enforce good hygiene practices.