Policies & Procedures Checklist

This checklist is a practical tool to help you think through important policies and procedures that support a safe and healthy ministry environment. While it covers many key areas, it is not a complete or exhaustive list. Every church context is unique, so you are strongly encouraged to consult with your insurance provider and legal counsel to ensure your policies reflect current laws and best practices.

Leadership, Structure & Oversight

- ◻ Overview of your safety system
  (description of your leader/volunteer screening process: training, background checks, references, interviews)
- ◻ Safety committee structure (if applicable)
- ◻ Supervision of ministry staff/volunteers
- ◻ Identification of staff/volunteers
- ◻ Documentation management

Abuse Prevention Foundations

- ◻ Statement on abuse tolerance
- ◻ Definitions of abuse
- ◻ Acceptable & unacceptable physical touch of minors
- ◻ Two-adult rule
- ◻ Worker-to-child ratios
- ◻ Open door policy
- ◻ Hall monitoring
- ◻ Playground supervision
- ◻ Facility monitoring

Behavior & Conduct Policies

- ◻ Harassment
- ◻ Discrimination
- ◻ Bullying
- ◻ Discipline policy
- ◻ Sexually oriented conversations & materials (verbal interactions)
- ◻ Dating policies
- ◻ Gift giving
- ◻ Mentoring/counseling boundaries

Communication & Technology

- ◻ Electronic communications
- ◻ Social media & internet policies
- ◻ Cell phone & camera usage
- ◻ Out-of-program contact

Reporting, Response & Documentation

- ◻ Process for reporting abuse (internal & external)
- ◻ Abuse response plan
- ◻ Incident reporting
- ◻ Documentation of incidents
- ◻ Enforcement of policies & consequences for violations

Health, Medical & Wellness

- ◻ Medications
- ◻ Medical assistance
- ◻ Health guidelines (allergies, etc.)

Facility & General Safety

- ◻ General building safety (fire, lockdown, severe weather)
- ◻ Restroom policies (by age group)
- ◻ Check-in / check-out system
- ◻ Attendance monitoring

Program & Ministry Environment

- ◻ Parental involvement/observation
- ◻ Discipline policy
- ◻ Special events policies
- ◻ Small group policy (especially off-site meetings)

Transportation & Off-Site Activities

- ◻ Transportation policies
- ◻ Off-site events (parental preapproval & consent)
- ◻ Overnight events
- ◻ Overnight housing
- ◻ Shower & changing guidelines (off-site)
- ◻ Home & hospital visits

Substance Use Policies

- ◻ Alcohol policies
- ◻ Tobacco usage
- ◻ Intoxicants

External & Shared Space Considerations

- ◻ Outside user groups - facility usage

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