

## SAFE SANCTUARY PROGRESS REPORT 2007

Church: \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please check yes or no. Additional information may be written on reverse side of the form.)

### **Our church has completed and is following these procedures:**

1. Safe Sanctuary policy and procedures were approved by our Administrative Council Yes\_\_ No\_\_
2. All paid staff (Clergy and Laity) have had a criminal and sexual offender's background check? Yes\_\_ No\_\_
3. All volunteer children's and youth workers have completed volunteer forms including references?  
References have been checked? Yes\_\_ No\_\_
4. All volunteer children's and youth workers, teachers, counselors have had a background check Yes\_\_ No\_\_
5. All staff/volunteers working with children and youth have been trained in Safe Sanctuary procedures?  
We offer Parents-Family education to learn about Safe Sanctuaries and elements of abuse? Yes\_\_ No\_\_
6. Annual staff and volunteer Safe Sanctuary training has been offered in 2007? Yes\_\_ No\_\_  
Training date(s)? \_\_\_\_\_
7. Do your procedures specify two adults in a vehicle or classroom at all times? (Adult never alone w/a minor) Yes\_\_ No\_\_  
If NO second adult, do you have a roving monitor for the classrooms? Yes\_\_ No\_\_  
If NO second adult, is the classroom door left ajar at all times? Yes\_\_ No\_\_
8. All adults working with children and youth have been church members for more than six months? Yes\_\_ No\_\_
9. All staff and volunteers in supervisory capacity are over the age of 18? Yes\_\_ No\_\_  
Are all volunteers at least 5 years older than the youth they are working with? Yes\_\_ No\_\_
10. All classroom and office doors have an uncovered window in them? Yes\_\_ No\_\_  
If NO, are there plans to install those windows by the end of this year? Yes\_\_ No\_\_
11. Does your church have several adults trained in basic first aid and/or CPR? Yes\_\_ No\_\_  
Is one of them present during all services and activities? Yes\_\_ No\_\_
12. Is there a first aid kit in the church office, the fellowship hall, the church van? Yes\_\_ No\_\_  
Is there a designated person who routinely restocks the first aid kit? Yes\_\_ No\_\_
13. Do your nursery, playground, children's classrooms have safe and age-appropriate equipment? Yes\_\_ No\_\_
14. On trips away from the church, do you require permission forms & medical information for children/youth? Yes\_\_ No\_\_  
Do you have a system for supplying parents with pertinent information in advance? Yes\_\_ No\_\_
15. Have you done DMV checks on all persons allowed to drive the church van/bus or use personal vehicles to transport? Yes\_\_ No\_\_  
Do you follow safety guidelines for use of the church van / bus / personal vehicles for church use? Yes\_\_ No\_\_
16. Have you established procedures for reporting accidents, injuries, incidents? (See NC Statutes) Yes\_\_ No\_\_  
Do you have a designated media spokesperson(s) in case of an incident or allegation of abuse? Yes\_\_ No\_\_
17. Copies of our policy and procedures have been made available to all church members? Yes\_\_ No\_\_
18. We have established procedures for caring for all victims and the congregation in cases of abuse? Yes\_\_ No\_\_
19. We have worked with our insurance company to make sure we have adequate liability insurance for the  
scope of our ministries, including sexual abuse coverage? Yes\_\_ No\_\_
20. We have a locked file cabinet to store confidential information (background checks, applications, etc.) Yes\_\_ No\_\_  
(Keep Background checks FOREVER!)
21. A copy of our policy and procedures is attached to this form to be sent to our District Office. Yes\_\_ No\_\_
22. We have included other procedures that our church will follow (please list on the back): Yes\_\_ No\_\_

Follow-Up Suggestion: PLEASE EXAMINE ITEMS CHECKED "No". THESE MAY NEED ADDITIONAL ATTENTION. The responsibility for an adequate policy and procedures rests with each congregation. Policy and Procedures were to be approved and implemented by December 31, 2005 per resolution at WNC Annual Conference June 2004. You are accountable to your District Office.