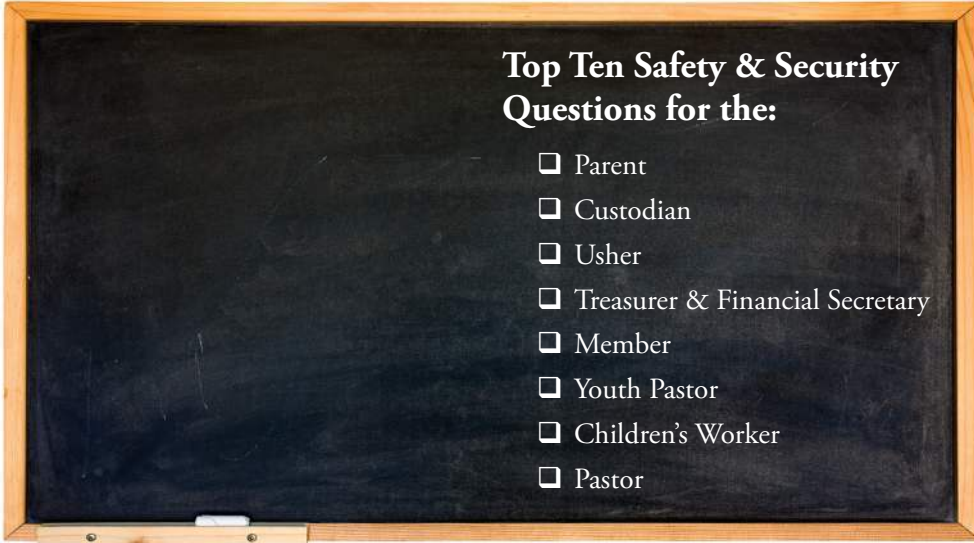




# Top Ten Safety and Security Questions

PROTECTING OUR



## Top Ten Safety & Security Questions for the:

- Parent
- Custodian
- Usher
- Treasurer & Financial Secretary
- Member
- Youth Pastor
- Children's Worker
- Pastor

## PARENT – Ten Questions Every Parent Should Be Asking Their Church About Their Children's Safety and Security

1. Do we have policies and procedures in writing addressing the hiring/selection, training and supervision of employees and volunteers working with our children and youth?
2. Does everyone working with children and youth fill out an application?
3. Are references checked on all volunteers and employees working with our children and youth?
4. Do new visitors and members have to wait a period of time (six months recommended) before we allow them to care for and interact with, our children and youth?
5. Are criminal background and sexual predator screens completed on everyone employed or volunteering in our organization, who may have any direct or indirect contact with children and youth?
6. Do we strictly adhere to the rule that no one adult should ever be alone with a child?

7. Do we have safe and recommended adult/child ratios for all activities?
8. Do we have a clear child check-in and check-out procedure in classrooms where only designated people are permitted?
9. Do we have a policy that states that no minor should care for children in a church-related activity without the direct supervision of an adult?
10. Do we have a clearly stated and posted sexual misconduct reporting procedure that meets our state required guidelines?

*If you answered "no" to any of these questions, corrective action is highly recommended.*



★ **Ministry Protection Memo**  
"MPM" is a series on various topics relative to Church and safety. Send your comments and interests to AME Zion's Director of Ministry Protection.

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**"If you answered "no" to any of these questions, corrective action is highly recommended."**

3. Before anyone arrives, have the halls and worship areas been inspected for any hazards (loose or wrinkled carpet, wet floors, debris, electrical concerns, etc.)?
4. As people arrive, am I watching for suspicious people who may be there to do harm or something other than worship?
5. Do I have a way to

### **CUSTODIAN – Ten Questions Every Custodian Should Be Asking About Their Church’s Safety and Security**

1. Are the stairways and hallways well-lit to prevent falls?
2. Do I place warning cones out when I mop or wax the floor?
3. Are there mops, buckets, rags and cones easily accessible to others when I am not in the church?
4. Are all paints, thinners and other flammables locked up, ventilated and well marked?
5. Do I check for slip, trip and fall hazards both inside and outside?
6. Are my tools and equipment inspected regularly and in good working order?
7. Do I use safe, appropriate ladders for any job that I need to reach heights?
8. Do I utilize the buddy system when climbing or doing any potentially dangerous jobs?
9. Do we have a clearly defined system for me and others to report hazards and get them corrected quickly?
10. Do I do a walk-around visual inspection of every room at the end of every day?

*If you answered “no” to any of these questions, corrective action is highly recommended.*

### **USHER –Ten Questions Every Usher Should Be Asking About Church Safety and Security**

1. Before anyone arrives, has the parking area been inspected for hazards (cracks, debris, ice/snow, etc.)?
2. Before anyone arrives, have the entry areas been inspected for hazards (steps in disrepair, loose railings, ice/snow, carpets and entry pads, lighting, etc.)?

3. Do I make sure that money is always locked up in a safe or behind at least two locks?
- 4.

### **YOUTH PASTOR –Ten Questions Every Youth Pastor Should Be Asking About Church Safety and Security**

1. Have we completed reference, background and sexual predator screens on all youth workers?
2. Do all volunteers have to attend church for at least six months before they can work with minors?
3. Do all of the youth workers, including me, always adhere to the “never-alone- with-a-minor” (or two-adult) rule?
4. Do we have all participants in risky activities and trips complete a “Consent to Treat Form” and a “Permission Slip?”
5. Do we always have sufficient supervision (ratios) in all activities?
6. Do we complete MVR screens those who drive youth on trips and to activities?
7. Do we adequately train participants and leaders in any risky or physical or physical activities?
8. Is all equipment and activity area inspected prior to any activity?
9. Are all youth and workers aware of the reporting rules and procedures for your state?
10. Is safety more important to me than being popular?

*If you answered “no” to any of these questions, corrective action is highly recommended.*

### **CHILDREN’S WORKER –Ten Questions Every Children’s Worker Should Be Asking About Church Safety and Security**

1. Do we complete a reference, background and sexual predator screen on all children’s workers?
2. Do all volunteers have to attend church for at least six months before they can work with children?
3. Do we train all volunteers and employees who work with children?

## **PASTOR –Ten Questions Every Pastor Should Be Asking About Church Safety and Security**

1. Have I appointed a person or committee to oversee all safety, security and risk management issues for the church?
  2. Have we allocated funds to educate our team and members and implement adequate safeguards?
  3. Is our church facility, members and personnel secure at all times?
  4. Do we have written policies and procedures for safety, security, risk management and personnel (paid and volunteer)?
  5. Is someone responsible to routinely inspect the facility and document the inspection?
  6. Do we screen (background, reference, and sexual predator) all staff and volunteers that have contact with minors?
  7. Do we have an emergency response plan for all emergencies and have they been tested?
  8. Has the staff been trained on their role in regards to emergencies, allegations, sexual misconduct and harassment and hazardous activities?
  9. Do I recognize that by not having safety, security and risk management practices and procedures in place I am putting the entire ministry of the church at risk?
  10. Am I willing to commit the time, energy and resources necessary
4. Do all of the children's workers, including me, always adhere to the "never-alone-with-a-minor" (or two-adult) rule?
  5. Do we always have sufficient supervision (ratios) in all activities?
  6. Do we inspect the nursery and children's are each week for hazards, which includes documentation?
  7. Is someone responsible for inspecting and documenting the inspection of indoor and outdoor equipment?
  8. Are all "tip hazards" secured?
  9. Are all children's workers aware of the reporting rules and procedures for your state?
  10. Are we doing everything we possibly can to protect the children of our church?

*If you answered "no" to any of these questions, corrective action is highly recommended.*