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 Organization Name

# Safeguarding Against Sexual Abuse Checklist

Safeguarding the physical, emotional, and spiritual well-being of young people and other vulnerable individuals may be one of the most important responsibilities of any ministry organization. Use this checklist as a baseline for your ministry.

	Yes	Needs Attention
1. Do you ask volunteers to wait until they are associated with your ministry for at least six months before allowing them involvement with children of any age?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you invest in a background screening program for all employees, regardless of position, and volunteers who work with children, youth, or vulnerable adults?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do your ministry screening procedures include investigation into prior church membership and volunteer work, reference checks, and criminal records checks?	<input type="checkbox"/>	<input type="checkbox"/>
4. If you do not require the presence of two adults, do you require that the "Rule of 3" be followed—requiring that a youth ministry worker is never alone with an individual minor?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you ensure an adequate number of adult chaperones for all off-premise events, especially those that involve overnight stays?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you discourage the use of teenagers as childcare workers unless they are screened and are working alongside two adults?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you use a "claim check" procedure so that children are released only to a parent, guardian, or other authorized person?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do your children's and youth ministry leaders have familiarity with state and federal laws regarding reporting child abuse and neglect, and have they been trained in how to comply with these laws?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do your staff members and volunteers know how to identify inappropriate behavior and the procedures for reporting such conduct?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

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