



**RISK CONTROL SERVICES**  
PROTECTING YOUR PEOPLE AND YOUR PROPERTY

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**Church  
Mutual**  
INSURANCE

# SEXUAL ABUSE PREVENTION ASSESSMENT

The risk of sexual abuse is real. As an organization serving children and youth, you have a responsibility to protect those most vulnerable. It's imperative that you evaluate your current preventative measures.

Use this assessment to discover your organization's strengths and weaknesses related to the risk of sexual abuse.

**What steps are you and your organization taking to reduce the risk?**



Program/Policy



Awareness and Ongoing Training



Employee and Volunteer Selection



Interaction with Youth



Youth Security and Protection



Incident and Accusation Response

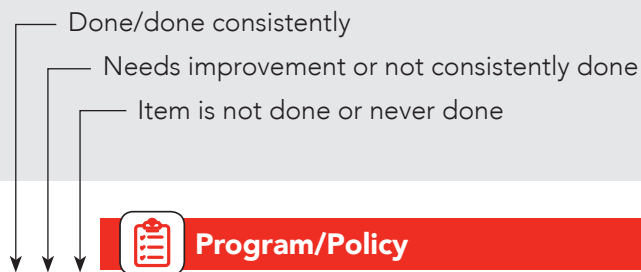


Post Incident



# Are you and your organization prepared for the risk of sexual abuse?

Rate each of these points of preparedness using the following scale:



- We have a formal written sexual abuse prevention program/policy in place.

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- Our sexual abuse prevention program/policy requires criminal background checks be completed for all employee/volunteer applicants.

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- Our sexual abuse prevention program/policy requires criminal background checks be completed for current employees/volunteers minimally every two years.

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- Our sexual abuse prevention program/policy requires and provides guidance on screening questions to be asked during an interview.

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- Our sexual abuse prevention program/policy specifically requires monitoring and oversight of how the program is implemented and utilized.

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- We hold employees/volunteers accountable to adhere to our sexual abuse prevention program/policy and have grounds to remove them from their role if the program/policy is not adhered to.

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- Our sexual abuse prevention program/policy is reviewed annually at a minimum to ensure it is up to date and continues to meet organizational needs and protects our youth.



## Awareness and Ongoing Training

- Our sexual abuse prevention program/policy includes initial and annual employee/volunteer training requirements.

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- Training includes education regarding child sexual abuse laws, organizational policies to address the risk of child sexual abuse, the reasons for these policies, and the disciplinary actions to be taken against anyone who violates laws or policies, or who permits, suggests or fails to report violations.

- Training includes education on the extent and effects of child sexual abuse, the signs of possible abuse and the circumstances in which abuse may occur.

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- Training includes education on and recognition of the "grooming process" used by sex offenders.



## Employee/Volunteer Selection

- We utilize a written application for all employee/volunteer applicants.

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- The written application requires the information we need to assess the background and interests of applicants.

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- The written application asks questions designed to help us determine whether applicants have mature, adult relationships as well as clear boundaries and ethical standards for their conduct with youth.

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- We have a more in-depth written application and personal interview process for adolescents, for whom work history and criminal background checks may be unavailable.

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- A criminal background check showing any history of violent behavior or child sexual abuse is an immediate disqualifier.

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- We conduct professional and personal reference checks on all persons with access to children within the organization.

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- We obtain verbal, not just written, references for all applicants.

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- Reference checks include questions about interaction with youth.

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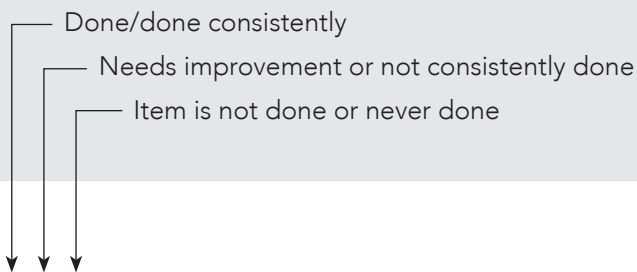
- We match references with employment and volunteer history on applications.

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- We verify that applicants and/or volunteers are not on a state or national sex offender registry. We conduct face to face interviews with all employee/volunteer applicants.

## Are you and your organization prepared for the risk of sexual abuse? (continued)

Rate each of these points of preparedness using the following scale:



- Our interviewers have been trained to utilize screening questions and recognize high-risk responses during the screening process. Interviews include open-ended questions that encourage discussion.
- We screen all applicants, both adults and adolescents, for all positions that will have contact with youth.
- We have developed criteria that defines how screening information will be used to determine an applicant's suitability.
- We have consulted with an attorney to ensure that our screening and selection policies do not violate federal or state laws prohibiting discrimination in the workplace.
- Our programs/policies identify who will make the final determination about an employee/volunteer candidate.
- Our employee/volunteer applicant screening and selection process is consistent.
- We do not make exceptions in our applicant screening and selection process for individuals that are known or have worked for our organization in the past.
- All employee/volunteer applicants are informed about our policies/procedures regarding the prevention of child sexual abuse.
- Our organization's code of conduct or ethics is provided to all employee/volunteer applicants.
- We require employee/volunteer applicants to sign a document describing our sexual abuse prevention program/policy and acknowledging their understanding and agreement.

- The permission statement includes an indemnification clause developed by an attorney to protect our organization from false allegations or other legal issues.
- We use disclosure statements to ask applicants about previous criminal histories of sexual offenses, violence against youth and other criminal offenses.

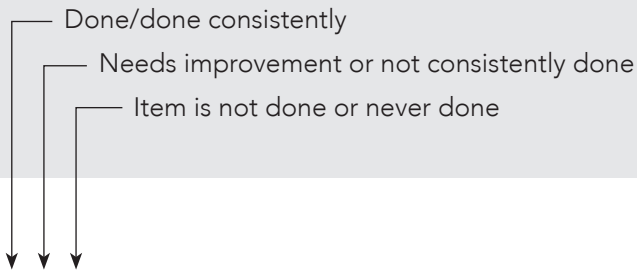


### Interaction with Youth

- Our sexual abuse prevention program/policy has specific guidelines that define approved interactions with youth.
- Our sexual abuse prevention program/policy has specific guidelines that limit or prohibit one-on-one interactions between youth and adults (two-person rule unless activity is specifically defined in program/policy).
- Our sexual abuse prevention program/policy prohibits and/or restricts certain activities such as hazing and secret ceremonies, overnight trips, bathing, changing, bathroom interactions and nighttime activities.
- We require parental/guardian permission for any late-night, overnight or off-site activities.
- We prohibit employees/volunteers from engaging in or permitting inappropriate touching such as tickling, wrestling, physical horseplay, lap sitting or frontal hugging, rather than more appropriate forms of touching such as high fives, fist bumps, side hugs and pats on the shoulder.
- We prohibit employees/volunteers from allowing a child to sit in the front seat of a vehicle if it is ever necessary to transport a child without others being present in the vehicle.
- Our sexual abuse prevention program/policy has specific guidelines that limit and define when youth can be transported by an employee/volunteer.
- We prohibit employees/volunteers from showing preference for one child over another through gift giving or other forms of favoritism.

## Are you and your organization prepared for the risk of sexual abuse? (continued)

Rate each of these points of preparedness using the following scale:



- We prohibit employees/volunteers from having any form of outside contact with children, except for meetings where others are present, program-specific internet contacts through the organization's email system or brief telephone or texting contacts for routine purposes such as scheduling.
- We prohibit employees/volunteers from suggesting that children keep anything secret from their parents/guardians.
- We prohibit employees/volunteers from instructing or permitting other staff members/volunteers to violate any laws or organizational policies.
- We prohibit employees/volunteers from taking action against other staff members/volunteers who report a suspected policy violation to our organization's management, or who report suspected child abuse to law enforcement or county social services.
- Social media is regularly monitored for potential issues, threats or inappropriate conduct within the facility staff, volunteers or others.
- We prohibit employees/volunteers from spending time alone with one child in situations that are not observable by others.
- We prohibit older/larger children or youth from spending time alone with younger children without adults being present.
- We have specific employees/volunteers responsible for maintaining written policies that address potential abuse and reinforcing compliance or correcting non-compliance.
- We maintain regular communication with parents/guardians to keep them informed of their children's activities, progress and problems.

- We have a method to ensure an appropriate ratio of children to employees/volunteers, which includes specific ratios for age groups and the ability to reduce the ratio if the children are relatively young, if the employees/volunteers are relatively inexperienced or if the activities make it more difficult to monitor or control.

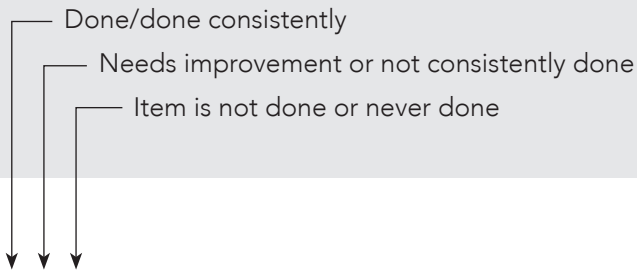


### Youth Security & Protection

- Our facilities and other physical environments allow activities to be observable and interruptible.
- We periodically inspect and repair or maintain building and property access points such as doors, windows, fences and gates.
- Hedges, bushes, trees and other vegetation and foliage are regularly trimmed away from the building to minimize potential hiding places and unobservable areas.
- Youth areas/rooms within the facility have interior windows to allow for observation and check-ins.
- We can control access to facilities and other physical environments by adults other than employees/volunteers.
- We strictly control activities with youth beyond our organization's facilities.
- Homes where we hold sanctioned activities are assessed.
- Camps where sanctioned activities take place have been physically reviewed and have policies and procedures reviewed, including how counselors are selected.
- We have implemented a visitor or guest registration (sign in/out) procedure that requires a name badge and/or photo ID to be worn visibly.
- Our facility is equipped with interior security cameras that monitor areas such as classrooms, hallways and entrances to bathrooms or locker rooms.
- Employees/volunteers have been instructed and trained to directly and immediately intervene to stop bullying, intimidation, hazing, emotional abuse, inappropriate touching or sexual acting-out among children, or between children and other employees/volunteers.

## Are you and your organization prepared for the risk of sexual abuse? (continued)

Rate each of these points of preparedness using the following scale:



- We maintain strict confidentiality about children's medical or psychological conditions.
- We maintain strict confidentiality regarding the addresses, telephone numbers and email addresses for children and their parents/guardians.
- Our facilities have been evaluated to identify and mitigate hidden areas and blind spots.
- Our facilities have been evaluated to ensure there is no ability to lock children in a room.
- We have defined procedures and logistics for drop-off and pickup that have been communicated to all employees/volunteers, as well as parents/guardians.
- Youth occupied rooms are equipped with alerts or alarms for issues present in the room and outside of the room – e.g., buzzers, bells, phones, whistles.
- Youth areas have posted rules regarding conduct and requirements within the space.
- Interior lighting is adequate within all occupied buildings.
- We prohibit activities in darkness to the extent that visibility is affected – e.g., watching movies.
- We have a bathroom policy that requires children in the bathroom at the same time to be of approximately the same age – maximum age difference of three years between children.
- Our bathroom policy includes an open-door policy requiring a supervisor to stay in verbal contact with the children while using the bathroom.
- Audible supervision is possible in locker rooms or other potential changing areas.
- Unoccupied or limited occupancy buildings are locked or access-controlled.

- Our security team conducts regular security sweeps of the buildings and grounds prior to, during and after any events at which youth are present.

- Medical trauma kits are available in all major areas of our facility.



### Incident/Accusation Response

- We are aware of and knowledgeable about the Sexual Abuse laws and mandatory reporting requirements of our state(s).
- Our sexual abuse prevention program/policy is absolute in its requirement to report all abuse and suspected abuse in accordance with the laws of our state.
- We empower all employees/volunteers to report an issue to authorities.
- Our response to a complaint or accusation is to prioritize the victim.
- Our actions following a complaint or accusation focus on protecting the victim and other youth within the organization.



### Post Incident

- We have a designated spokesperson to communicate with media in the event an abuse situation or allegation is made public.
- Our spokesperson has been trained to communicate with media in emergency situations.
- We have policies in place for making referrals to outside counseling.

## The risk of sexual abuse is real.

The solution? A comprehensive system that meets legal standards of care and reduces the risk through preventative measures tailored to your organization's unique needs.

Church Mutual Insurance Company, S.I. (a stock insurer)<sup>1</sup> has partnered with MinistrySafe® to offer you tools and resources intended to proactively prevent child sexual abuse.

Learn more at [www.churchmutual.com/ministrysafe](http://www.churchmutual.com/ministrysafe)

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Don't wait for a major incident to address the risk of sexual abuse.  
Risk Control Central can help identify your areas of greatest need and provide you with helpful resources.

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## Help is just a call or click away.

Our consultants are available by phone or email to discuss your questions and concerns.

Contact **Risk Control Central** today

[RiskConsulting@churchmutual.com](mailto:RiskConsulting@churchmutual.com) · (800) 554-2642 (OPTION 4) EXT. 5213

Monday-Friday 8 a.m. – 4 p.m. CST

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NAIC # 18767; CA Company ID # 2867-0