

Supervising Activities

	Yes	Needs Attention
1. Do you conduct comprehensive background checks for all of your employees and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you require that all of your event volunteers and supervisors attend your church for at least six months prior to allowing them to serve in a leadership capacity?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you look for supervisors who demonstrate maturity and good judgment?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you avoid putting teenagers in leadership/supervisory roles?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you always have at least two adults as primary supervisors at any one activity, and in each classroom, vehicle, or other enclosed area?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you try to enlist supervisors who have special training like CPR, first aid, or special skills that pertain to the activity?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you appoint supervisors who have the ability to maintain control of the group?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you appoint more than two adult supervisors for events that involve a greater degree of risk, or involve younger children?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you ask parents/guardians to fill out activity participation agreements and note any known medical conditions or allergies prior to allowing children to participate in any activity?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you meet with your supervisors prior to the event to evaluate risks, establish discipline procedures, and plan for emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do your supervisors understand proper discipline procedures?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do your supervisors explain all rules and expectations before activities begin?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____