
 Organization Name

Creating Your Program, Policies, and Procedures Checklist

	Yes	Needs Attention
1. Do you currently have a written child abuse prevention policy for your children's and youth ministry programs?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you consulted an attorney in the development of a child abuse prevention policy?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you strictly enforce your current policy or program?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do your policies include safeguards for minimizing the risk of abuse?	<input type="checkbox"/>	<input type="checkbox"/>
a. On and off ministry premises, do you have at least two, unrelated adults supervise a group of children at all times, whether they are in a room, a vehicle, or other enclosed space—even if only one or two children need care?	<input type="checkbox"/>	<input type="checkbox"/>
b. 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"/>
c. Do you discourage the use of teenagers as child care workers unless they are screened and are working alongside two adults?	<input type="checkbox"/>	<input type="checkbox"/>
d. 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"/>
e. Do you forbid one-to-one electronic communication between adults and youth?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have adequate insurance coverage to protect yourself financially if a claim of child abuse occurs?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you provide regular training for children's and youth ministry workers?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a clearly defined reporting procedure in case an incident of abuse occurs?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do your children's and youth ministry leaders know the state and federal requirement for reporting child abuse and neglect?	<input type="checkbox"/>	<input type="checkbox"/>
b. 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"/>
8. Are you prepared to respond to potential media inquiries?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you developed and implemented a plan to regularly communicate your child protection policies to ministry attendees?	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	Needs Attention
10. Do you regularly review your program and make changes when needed?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you instruct your chaperones to avoid the use of accusation, criticism, blame, shame, sarcasm, and other forms of negative discipline?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you instruct your chaperones to avoid any use of physical punishment?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are your children's and youth leaders and volunteers given access to training that can help them develop their behavior management skills?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this checklist should not be used or adopted by your organization without first being reviewed and approved by a licensed attorney in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this checklist.