

Employee Training

	Yes	Needs Attention
1. Do you require all employees, regardless of their position, and all volunteers who work with children and/or youth to fill out an application before allowing them to serve in your ministry?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you conduct thorough background checks for all your employees and volunteers, especially those who work with children/youth and those who handle money or other confidential records?	<input type="checkbox"/>	<input type="checkbox"/>
3. In addition to background checks, do you ask for personal references for all your employees and volunteers, and follow up on those provided?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you regularly conduct training for all employees and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
5. During your training, do you review your organization's policies on such issues as smoking, drug/alcohol use or possession, weapons, facilities use, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you provide employees and volunteers with specific behavior guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you regularly discuss and rehearse proper response to emergency situations like fire, lightning, natural disasters, and violent attacks with your employees and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do your employees understand their role in administering first aid, obtaining professional medical care, notifying parents, and documenting injuries that occur while they are on the job?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do your employees know what procedures to follow to prevent children from being abused emotionally, physically, or sexually?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do your employees know what reporting requirements they must follow if they suspect a child is being abused?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____