

Congregational Safe Church Self-Audit (for annual review)

Screening of Ministry Leaders

- There is a well-understood process for screening staff and volunteers who minister with children, youth, and home bound elders, which includes:
 - A written application;
 - A personal interview;
 - Verification of personal references; and
 - Criminal records check (via [Shield the Vulnerable](#))
- Individual records of these procedures are located _____, and _____ have access to them.

NOTES

Training of Ministry Leaders

- All paid employees, and any volunteers whose ministry includes regular contact with children, youth or home bound elders, have completed [Shield the Vulnerable](#) training within the past three years. Records of completion of this training are located _____.

NOTES

Safe Program Space

- There are always two or more unrelated adults present in ministry settings and events designed for children and youth.
- All program space whose primary use is for children and youth is visually accessible.
- Alcoholic beverages are not stored in publicly accessible areas of the church buildings.
- Publicly accessible computers with internet access are password protected and children and youth use church computers only with supervision.
- Keys to church spaces are limited to people who have met all the requirements for screening and training of volunteers who work with children, youth and home bound elders.

NOTES



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Program Documentation

- There is documented vestry/bishop's committee approval, and individual parental approval, for:
 - all programs for children and youth that are hosted off-site or in private residences; and
 - sexually explicit conversation or program content and the screening of "R" rated movies.
- The following documents are on file for all programs involving children and youth:
 - registration forms;
 - medical release forms;
 - image release forms; and
 - field trip and transportation permission forms for off-site programming.

Records of these procedures are located _____

NOTES

Congregational Education

- There is one or more annual communication to the entire congregation explaining the provisions and requirements of the "Called to Right Relationship" policy.

NOTES

- The "Called to Right Relationship" policy is posted in public areas, along with names and phone numbers of the rector/vicar, the diocesan safe church contact, and a description of the procedures for reporting incidents or suspected policy violations.

Annual Review

Year Reviewer

Year Reviewer

Year Reviewer

Year Reviewer