

## Basic Elements of a Child Safety Policy

1. *Philosophy:* Why establish a child safety policy? What is the Biblical foundation for the policy? Who will benefit from this policy? Hint: look at the Inside/Outside rule.
2. *Definitions of Abuse:* What type of abuse does the policy address? What does the law say abuse is?
3. *Volunteers/Staff Positions:* What volunteer and paid positions are impacted by the child safety policy?
4. *General Policies:* What programs do the policies cover? What will the church do to protect minors in its care?
5. *Discipline Policies:* What are acceptable forms of discipline?
6. *Supervision:* How do you know what volunteers and staff are doing? What situations are highest risks? How do you hold volunteers and staff accountable for the situations they are in and for their behavior?
7. *Transportation:* Are youth transported to and from church-sponsored events by volunteers and staff?
8. *Screening:* Who can become a volunteer or staff? What criteria will be followed to screen and select volunteers and staff? Who obtains and reviews the application/screening materials? Who makes the recommendation? Who approves the recommendations? After the screening process is completed, how are screening materials stored?
  - A. Exclusions
  - B. Right of exclusion
  - C. Confidentiality

9. *Reporting:* How do staff and volunteers report a suspected allegation of abuse? Consideration for both outside of the church hierarchy and inside the church hierarchy.
  
10. *Responding to Alleged Incidents:*
  - A. Responding to an alleged victim at the time of a report
  - B. Responding to an alleged offender—retention, dismissal, duty to warn
  - C. Responding to the congregation—Media Disclosure Policy
  
11. *Appendices:* What procedures and information compliment and enhance the policies?
  - A. Code of Ethics
  - B. Screening forms and other forms
  - C. Procedures for nursery and other programs, i.e. cleaning nursery toys
  - D. Counseling practices, rules for one-to-one meetings, and guidelines for interpersonal relationships
  - E. Local and denominational resources including phone numbers, crisis hotlines, counselors
  - F. Policies when an outside organization uses the facilities
  - G. Denominational procedures for discipline and removal of staff and volunteers
  - H. Signs and symptoms of abuse