

Creating a Child Safety Policy

Four Areas to Consider

1. Selecting & Screening Workers Volunteers

- Volunteer Application
- Job Descriptions
- Volunteer Commitment Form
- Interview Questions

2. Volunteer Supervision

- Who do the volunteers report to?
- How often are they reviewed?
- How do you support the volunteer?
- How do you re-direct a volunteer?

3. State Reporting Obligations

Check with your state & local agencies for descriptions & requirements

- What constitutes child abuse?
- What person in your ministry is legally responsible for reporting suspected child abuse?
- What is the time frame required to make a report?
- What needs to be included in the report?
- What agencies need to be contacted?
- What are the penalties for failing to report?
- What protection from legal and civil litigation do you have if the report made in good faith?

4. Responding to Allegations

- Understand the problem. Take the allegations seriously.
- Provide a caring response.
- Document the allegation (*you are not conducting an investigation but collecting information for reporting.*)
- Seek professional assistance limited to need to know (*insurance company, church attorney, ministry leadership.*)
- Provide support to the victim or recommend support services.
- Fulfill state reporting obligations.
- Decide on options regarding the alleged perpetrator.
- Respond to congregational concerns.
- Respond to media.
- Maintain strict confidentiality in all of the above, communicating on a need to know basis

Please check with your state and local authorities for more information and requirements.