

SAMPLE Safe Haven Policy Checklist

	Yes	Needs Attention
1. Are there any new or updated policies that needed to be included in our Safe Haven policy for your children's and youth ministry programs?		
2. Have you consulted an attorney in the review of a child abuse prevention policy?		
3. Are there any sections in the Safe Haven policy that are currently not being followed?		
4. What other stakeholders should provide input and review the policy?		
5. Do your policies include safeguards for minimizing the risk of abuse?		
a. On and off ministry premises, do you have at least two, unrelated adults who are always supervising a group of children, whether they are in a room, a vehicle, or other enclosed space—even if only one or two children need care?		
b. Do you ensure an adequate number of adult leaders for all off-premise events, especially those that involve overnight stays?		
c. Do you communicate with volunteers that only parents or approved adults can pick up children from classes or any event?		
d. Are following the documented process for communicating with youth and vulnerable adults?		
6. Do you have adequate insurance coverage to protect yourself financially if a claim of child abuse occurs?		
7. Do you provide additional training for children's and youth ministry workers?		
8. Do you have a clearly defined reporting procedure in case an incident of abuse occurs?		
a. Has the process for state and federal requirements for reporting child abuse and neglect changed?		
b. Do your staff members and volunteers know how to identify inappropriate behavior and the procedures for reporting such conduct?		
9. Are you prepared to respond to potential media inquiries?		
10. Do you regularly review your program and make changes when needed?		
11. Does the training happen at a variety of intervals throughout the year?		

Notes: _____

Completed by: _____ Date: _____