

# CHILD ABUSE PREVENTION POLICY & PROCEDURES

## STAFF/VOLUNTEER SCREENING CHECKLIST

### PURPOSE:

1. To help provide a caring and safe environment for children and youth in our congregation.
2. To help reduce congregational legal and liability exposure.

### GENERAL CHECKLIST:

- Current safe policy/safe practices (establish or review)
- Insurance Coverage (including liability for abuse coverage)
- Annual Review of training with certified documentation
- Safe Environment Vision Statement [insert congregation]
- Available to all Congregants and Visitors

**Screening and Clearances including but not limited to employees, volunteers, drivers, subcontractors, and those with repeated interaction with children and youth.**

- Application
- Consent for Background Check
- Outside Background Check
- Interview
- Reference Check (3 References)
- Internet and Social Media Search

- Staff/Volunteer applicant is approved to work with children and youth
- Staff/Volunteer applicant is not approved to work with children and youth**

**Congregational Administrator:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_