

# **Recommended Safety and Security BEST PRACTICES**

## **1. Protect Children and Volunteers**

- ◆ Two adult rule: The two adult rule requires that no fewer than two non-related adults be present at all times during any church sponsored program, event or ministry involving children and/or youth.
- ◆ Volunteer Application with disclosure questions
- ◆ National Background Check and CORI (if serving in Massachusetts) Process that is on-going and repeated at least every two or three years
- ◆ Regular training for volunteers

## **2. Develop and Follow a Safety and Security Plan**

- ◆ Written Guidelines for Safety and Security
- ◆ Most insurance companies want to see the following: two adult rule; criminal background checks and/or CORI (in Massachusetts); an application that asks if employee/volunteer has ever participated in, been accused or convicted of, or pled guilty or no contest to any abuse or sexual misconduct; prevention of unobservable one-on-one counseling
- ◆ Recruiting and Training a Security team
- ◆ Post signs in visible places throughout the church that the safety and security of children and youth is important. Communicate that leaders and volunteers take notice and inappropriate behavior will not be tolerated.

## **3. Have Emergency Procedures**

- ◆ Evacuation plans in the event of a fire, terrorism/active shooter, health-related issues and natural disasters should be communicated and posted if necessary
- ◆ Training and planning for emergencies should be done on a regular basis
- ◆ Communicating plans and procedures to parents and to the church body at least annually

## **4. Keep your Classrooms Safe**

- ◆ Systems and guidelines should be in place to keep children and youth safe in our classroom setting
- ◆ Identification System (Drop off and Pick up of children)
- ◆ Healthy Child Guidelines – Healthy Eating, Healthy Living, Allergies
- ◆ Wellness Guidelines
- ◆ Hygiene Procedures (Diapering, Bathroom procedures, Cleaning Toys)

## **5. Access to Building**

- ◆ Know all points of access and have plans in place to lock these access points as necessary.
- ◆ Know all who have access and make sure leaders and volunteers are aware of those with access so that they can take appropriate actions if necessary.
- ◆ Have plan for securing building during times of service and when church is closed.
- ◆ Consider cost effective security devices.



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### **6. Communicate Your Safety and Security Plan**

- ◆ Regularly communicate with congregants important information: evacuation plans, meeting places, check-in/check-out procedures.
- ◆ Help congregants how they can help and get involved.

### **7. As leaders and volunteers in local churches, we are mandated reporters of abuse of minors.**

If someone who is under 18 reports or exhibits signs of abuse to you, you are legally required to report to your state. In some of the New England states you are required to do so within 24 hours. Here is the contact information for your state:

Massachusetts: (800) 792-5200  
New Hampshire: (603) 271-6562  
Maine: (800) 452-1999

Vermont: (800) 649-5285  
Connecticut: (800) 842-2288  
Rhode Island: (800) 742-4453

Know the services and reporting guidelines of your state and be sure that others working with you know them too. We know that Jesus is the Redeemer, Healer, and Restorer; and we recognize that secular systems have their limits, yet there is common grace that can be afforded through the freely provided resources in your community and state.

8. **Your Best Practice:** \_\_\_\_\_

9. **Your Best Practice:** \_\_\_\_\_

10. **Your Best Practice:** \_\_\_\_\_

**Thank you for keeping  
our kids safe and secure!**