

# Church Safety and Security Series — BEST PRACTICES

This Church Safety and Security series focuses on practical information and tools that will help local church leaders and servant volunteers to keep the children in their care safe and secure.

## Best Practices

crucial to keeping kids safe + keeps families engaged  
earns the trust of parents as you implement important safety and security standards  
sets your ministry up for success + gives you great experiences with your kids

### Best Practice #1: Remember the Two Adult Rule

The two adult rule requires that there must always be two non-related adults present when supervising one or more children or youth.

Purpose of the two adult rule:

- ◆ Increases accountability
- ◆ Decreases isolation

### Best Practice #2: Background Checks

Churches should do regular background checks and/or CORI checks on all individuals who work with children and youth.

Background checks

- ◆ Provide an extra layer of security
- ◆ Protect the reputation of the church
- ◆ Gives parents peace of mind

### Best Practice #3: Be On Time

Being on time ensures that children are never left alone and that someone is there to greet them and get them engaged in learning.

Remember:

- ◆ Arrive 15 minutes early
- ◆ Spend time prayer walking your space

### Best Practice #4: Know Your Guidelines

Every church needs their own safety and security guidelines. It is important that you are familiar with your church's guidelines.

Be vigilant and aware of your kids and their surroundings and report anything unusual to your ministry leader.

### Best Practice #5: Check In/Check Out Procedures

All servant volunteers should be very familiar with the check in/check out procedure and know how they fit into this system. It is important that everyone adhere and follow the system to ensure the safety of children and protect workers.

Do our procedures:

- ◆ Create a welcoming atmosphere?
- ◆ Are we collecting relevant information about the children being left in our care?
- ◆ Are we handing off the children to the teachers/workers in an efficient manner?

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### Best Practice #6: Communicating Effectively with Parents

Parents should be kept in the loop at all times. Here are some important ways to do this:

- ◆ Give them detailed information about the guidelines for dropping off and picking up their child.
- ◆ Let them know the emergency procedures and how your volunteers will be responding to emergencies.
- ◆ Be ready to answer their questions or guide them to the person(s) who can help.
- ◆ Share positive experiences you have had with their child during class and ways they can continue some of the things their child has learned.
- ◆ Engage parents in helping you to understand behaviors or well-being concerns you are observing. Ask parents how you can help their child in the most effective ways.

### Best Practice #7: Communicating with Your Leader

Communicating with your leader is another important aspect of a successful and meaningful ministry.

- ◆ Contact the appropriate backup volunteer if you are not able to cover your class. Make sure you keep your leader notified about the change.
- ◆ As a servant volunteer, you should be aware and alert at all times. If you see anything concerning, it is important that you report that to your leader as soon as possible.
- ◆ If you find that you are having issues with another volunteer and have tried to work it through Biblical principles and have not had a positive result, it is vital that you contact your leader and enlist their help.

