

**Local Church Safety Audit – Updated 2010**  
**Oklahoma Conference of the United Methodist Church**

(This document is due at your annual Charge Conference.  
 Send the original to the *Safe Sanctuary Office, 1501 NW 24<sup>th</sup>, Oklahoma City, OK 73106,*  
 and give a copy to your District Superintendent.)

Local Church \_\_\_\_\_ District \_\_\_\_\_

Person completing this audit \_\_\_\_\_ Date completed \_\_\_\_\_

**General Questions**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1) We have decided who in our congregation has on-going responsibility for reviewing the church's guidelines, standards, policies and procedures relating to safety and abuse issues. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) We take our policies to prevent child abuse seriously, and we are committed to their enforcement for the safety and security of all of our children.                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) We know where our copy of <i>Safe Sanctuaries</i> is and our workers with children, youth, and vulnerable adults have access to it.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) We know where to go to find helpful resources in creating and implementing safety procedures.  | <input type="checkbox"/> | <input type="checkbox"/> |

**Personnel Issues for paid and volunteer workers**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 5) We screen and check references for all paid and volunteer employees, including clergy, who have contact with children, youth, or vulnerable adults.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) We screen and check references for all paid and volunteer workers for any position involving work with children, youth, or vulnerable adults.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) We have a minimum age for those providing supervision for children, youth, and vulnerable adults.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) We have established leader to children/youth/vulnerable adult ratios for adequate supervision.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) We have set minimum qualifications for paid and volunteer workers with children, youth, or vulnerable adults (e.g. amount of time person has been a member of the church, age difference between worker and child, required CPR training, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |

**Education regarding safety and abuse prevention:**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 10) We train at least annually all volunteer and paid workers with children, youth, and vulnerable adults to understand the nature of child abuse, how to carry out our policies and procedures to prevent it, and how to provide a safe environment for ministry. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) We offer at least annually educational opportunities to the whole congregation, including parents of children and youth, about how to recognize and how to reduce risks of injury and abuse.   | <input type="checkbox"/> | <input type="checkbox"/> |

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 12) We have decided which group within our church will assume responsibility for the orientation and training of our paid and volunteer staff concerning issues of safety and abuse. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Our workers are informed of state law requirements regarding child abuse and their responsibility for reporting incidents.   | <input type="checkbox"/> | <input type="checkbox"/> |

**If an allegation of abuse arises:**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 14) We have a clear reporting procedure for a suspected incident of physical, sexual, or emotional child abuse that follows the requirements of our state law (e.g., How soon would you act? Who decides which officials to contact and who in the church would contact the appropriate officials? Who in the church would be informed? Who would speak to the media if necessary?). | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) We have insurance coverage available in case a child abuse complaint occurs.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16) We have a clearly defined response plan to be implemented in case an allegation of child abuse is made against anyone in our church, which should include the Oklahoma Conference Director of Communications.  | <input type="checkbox"/> | <input type="checkbox"/> |

**Other areas of concern:**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 17) We have clear policies regarding church trips or excursions.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18) We have a clearly defined building usage strategy as a component of our safety and abuse prevention plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 19) We have clear policies and plans regarding response to safety threats and disasters (e.g., fire, gas leaks, tornado, etc.).                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20) We have thought through how we might support persons in our congregation or community who are survivors of or the families of survivors of trauma and abuse. | <input type="checkbox"/> | <input type="checkbox"/> |

Signed: \_\_\_\_\_  
(Chair, Administrative Board/Council)

Date \_\_\_\_\_  
(of Charge Conference)

\_\_\_\_\_  
(Chair, Board of Trustees)

\_\_\_\_\_  
(Chair, Staff/Pastor/Parish Relations Committee)

Sources: ***Safe Sanctuaries*** by Joy Melton, Discipleship Resources, 1998; "*Establishing Safety Guidelines and Standards for Leaders*," adapted by Mary Lue Eastmond, 1995; and the Children, Youth, and Vulnerable Adult Safety Task Force, Oklahoma Conference, United Methodist Church, 2003. Revised by Safe Sanctuary Office, January 2010.

