

Appendix F

SAMPLE SAFE-CHURCH SURVEY

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CHURCH

Because the church remains darkened through most of the week, the only time that doors from either the outside or the narthex should be unlocked is when someone—either staff or authorized volunteers—is present in the church. The doors should never be left unlocked when the lights are off and all people have left the space.

CHOIR ROOM

The unsecured access doorway to the church and its emergency exits must remain unlocked at all times. This requires that there be two adults trained in safe-church policy be present in the choir room whenever children or youth gather in that space. The door to the narthex must remain locked at all times unless authorized people—staff or volunteer—are present.

HANDICAPPED BATH

This room presents a particular exposure to allow for abuse to occur. Adults present must monitor closely the use of this room.

NARTHEX

Use of this entryway by groups using the parish house is to be discouraged. Sight lines do not readily allow for supervised use of this hall and stairway. Therefore, the exterior door should remain locked, even when the Great Hall or downstairs classrooms are in use by parish or outside groups.

BASEMENT HALLWAY

This area presents a particular exposure to allow for abuse to occur, especially in the area of the wide storage shelf under the stairway. Short of securing this area with an additional doorway, the storage shelf should be utilized for storage of boxes or other items, effectively reducing its exposure to abuse of children and youths in that area.

BASEMENT

This area presents a high degree of exposure for abuse to occur. Therefore, the doors to the basement storage area and archive room should remain locked at all times. This is especially important when the exterior doors to the Church, the Narthex and Parish House are left unlocked.

CELLAR

QUESTIONS TO ASK ABOUT YOUR FACILITIES

Architecturally, where are the highest risk areas in your facilities?

What makes these areas high risk?

How can you minimize the risk in each area?

Do you really want to step outside best practices in high risk areas? *Stepping outside of best practices except in dire emergency is rarely a good idea in areas that you have determined as high risk.*

QUESTIONS TO ASK ABOUT EACH ROOM OR AREA IN YOUR FACILITIES

Does the room have locking doors?

Do you need panic locking doors for escape?

When should doors be unlocked and locked? *Doors should never be left unlocked when lights are off and adults have left the space.*

This area also presents a high degree of exposure for abuse to occur. Therefore, the door to the cellar should remain locked unless one of the sextons is present in the cellar itself. This is especially important when the exterior doors to the Narthex or Parish House are left unlocked.

CLASSROOMS

The doors to the three classrooms must remain unlocked at all times. This requires that there be two adults trained in safe-church policy present in the classroom area whenever children or youth gather in that space. The doors to the classrooms must remain open at all times unless authorized people—staff or volunteer—are present.

NURSERY

The door to the nursery must remain locked at all times. When a child is delivered to the nursery, the parents must register them with the nursery caregiver, and sign the child out when they return to pick up their child. A list of persons authorized to deliver or retrieve each child must be on file with the nursery caregiver. When children are present, two adults trained in safe-church policy must be present in the nursery regardless whenever one or more children are placed in the care of the nursery staff.

GREAT HALL

The doors to the Great Hall must remain unlocked at all times. This requires that there be two adults trained in safe-church policy present in the classroom area whenever children or youth gather in that space.

STORAGE CLOSET ABOVE THE GREAT HALL

This area presents a high degree of exposure for abuse to occur. Therefore, the doors to the closet should remain locked at all times.

THE KITCHEN

This area also presents a high degree of exposure for abuse to occur. Therefore the door to the kitchen should remain unlocked and open as much as possible. Two adults trained in safe-church policy must be present in the kitchen whenever children or youth gather in that space.

LIBRARY

When left unlocked, this area also presents a high degree of exposure for abuse to occur. Therefore the door to the library should be locked at all times, remaining unlocked only when staff or authorized volunteers are present in the room itself. Two adults trained in safe-church policy must be present in the library whenever children or youth gather in that space.

What area needs to be off limits to children? To teens? To people you don't know?

How do you know when, where, and how many children or teens are in the building?

When children or teens are present, what precautions must be taken?

How do you ensure that only authorized people are transporting or pick-up children or teens?

CONTROLLING ACCESS TO YOUR FACILITIES

How do you control access to your facilities including keys, passwords or other entry systems?

Do you know who has the ability to enter your church independently?

If someone is no longer involved in the church or ministry in ways that require independent access, do you have a method for retrieving their access ability?

PARISH HALL STAIRWAY

All groups using the parish house are required to use this entryway. Even so, sight lines do not readily allow for supervised use of this hall and stairway. Therefore, the exterior door should remain locked as much as is possible, even when the Great Hall or downstairs classrooms are in use by parish or outside groups.

PARISH OFFICE

When left unlocked, this area also presents a high degree of exposure for abuse to occur. This room may remain unlocked only when staff members or authorized volunteers are present in the office. Otherwise, the room should be locked.

OTHER OFFICES

When left unlocked, these areas also present a high degree of exposure for abuse to occur. These rooms may remain unlocked only when staff members or authorized volunteers are present in the office. Otherwise, the rooms should be locked.

PARISH HOUSE BATHROOMS

These rooms present a particular exposure to allow for abuse to occur. Because they cannot be locked, thereby preventing legitimate use of the rooms, adults present must monitor closely the use of these rooms by children or youth.

THE STORAGE CLOSET UNDER THE PARISH HOUSE STAIRWAY

This area presents a high degree of exposure for abuse to occur. Therefore, the door to the closet should remain locked at all times.

CHURCH HOUSE CLASSROOMS

This area presents an extremely high degree of exposure for abuse to occur. The door to these rooms may remain unlocked only when staff members or authorized volunteers are present. Otherwise, the space should be locked. This requires that there be two adults trained in safe-church policy present in the classroom area whenever children or youth gather in that space.

COMMUNICATING YOUR FINDINGS

Who needs to receive copies of the audit or be made aware of specific concerns?

What will you and how will you communicate audit findings to your congregation?

