



<b>YOUTH AND CHILDREN'S MINISTRY GENERAL SURVEY</b>
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	Yes	No
Do we have an adopted, written, posted, and followed children and youth care policy?		
Are state reporting laws posted, understood, and followed?		
Do we have a clear selection and hiring policy for those who work with children and youth?		
Do we conduct applicable background checks?		
Do we conduct at least two reference checks for each applicant?		
Do we have a clear plan to remove or replace hired and volunteer workers?		
Do we understand and follow the two unrelated person/no minor alone rule?		
Do we require that all volunteers be involved in our organization for at least 6 months before they are allowed in any position involving contact with minors?		
Do we have sufficient supervision of those who work with youth and children?		
Do we have a sufficient backup plan when adequate supervision is not present?		
Do we provide our workers with on-going training on relevant issues?		
Do those who work with youth and children receive regular evaluations?		
Are "high-risk" activities approved prior to taking place?		
Are all appropriate forms signed before a youth activity or trip is allowed to take place?		
Do we have understood and followed practices for counseling people of all ages and genders?		
Do we inspect the nursery/toddler area weekly to ensure safety?		
Do we have an understood and followed check-in/check-out process for children?		
Do we have and use accident/incident report forms?		

If you answered "no" to any of the survey questions, corrective action should be taken as soon as possible.

Survey complete by: \_\_\_\_\_ Date: \_\_\_\_\_

Corrective action taken:

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This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your own activities. For more information, contact the GuideOne Center for Risk Management at (877) 448-4331, ext. 5118 for Church and Schools, or ext. 5175 for Senior Living Communities.