# SAFE-CHURCH SURVEY TOOL

# FOR USE DURING ANNUAL AUDIT

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. Because it cannot be locked, thereby preventing legitimate use of the room, adults present must monitor closely the use of this room by children or youth.

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 (e.g., 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 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 or CRAWL SPACE UNDER CHURCH

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 classrooms must remain unlocked at all times and windows must be in the doors or in the wall along the hallway. Two unrelated adults, trained in safe-church policy, must be 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 unrelated 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.

PARISH HALL

The doors to the Parish Hall must remain unlocked at all times. This requires that there be two adults trained in safe-church policy present in the area whenever children or youth gather in that space. If the Parish Hall has a stage, the curtain must remain open so the stage area is visible at all time.

STORAGE or JANITOR’S CLOSETS and FURNACE ROOMS

This area presents a high degree of exposure for abuse to occur. Therefore, the doors to storage closets and furnace rooms should remain locked at all times.

THE KITCHEN

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. The gas line to the stove should be turned off whenever the kitchen is unoccupied. All electrical appliances should be unplugged.

LIBRARY or MEETING ROOMS

The door to meeting rooms should be locked at all times and/or have a window in the door, 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 meeting rooms whenever children or youth gather in that space.

STAIRWAYS

If the sight lines from occupied rooms to stairways do not readily allow for supervised use of this hall and stairway, the exterior door should remain locked as much as is possible, even when other rooms are in use by parish or outside groups.

PARISH OFFICES

This room may remain unlocked only when staff members or authorized volunteers are present in the office. Otherwise, the room should be locked.

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.

*This survey form should be customized to reflect areas in your church building.*