Safe Sanctuaries Policy
Implementation Checklist

- Brief all staff on the new policy.

- Put the policy and all forms on the Mt. Zion website and inform staff and congregation of their availability.

- Distribute policy to Seventh Day Adventist congregation, Boy Scouts Leader, Preschool director, Winter Shelter director.

- Develop a plan to incorporate training on the policy into orientations for all regular volunteers working with youth (e.g., Sunday school teachers, nursery volunteers, choir directors, Camp Hope, VBS workers).

- Ensure that all volunteers complete the Participation Covenant and Sexual Misconduct Form and background checks as needed.

- Brief parents and youth during first youth meeting at the beginning of each academic year.

- Inform the congregation through the bulletin and/or Pointer about the new policy.

- Ensure that background checks and driving record checks are up to date for staff and regular volunteers.

- Ensure that all staff and regular volunteers have completed and signed the Participation Covenant and Sexual Misconduct Form for 2018.

- Post a list of all staff and regular volunteers who are certified in First Aid/CPR in the church office and on bulletin boards throughout the church. Let the congregation know (through the bulletin) that this has been done.

- Provide a list of emergency contacts, including Howard County Police and Department of Social Services to all staff and volunteer leaders and post the list in the church office, Youth Center and on bulletin boards.

- Consider adding responsibility/accountability for implementing the safe sanctuaries policy to the job descriptions of all appropriate staff.

Background Check Procedures

Two designated SPRC members will be responsible for conducting background checks and maintaining the confidential background check files.

- Determine which individuals need to be background checked at the beginning of each calendar year. Provide them with the Background Check Permission Form and the Sexual Misconduct Form.

- Ensure that completed applications are placed in a locked box in the church office. Only the two designated SPRC members and the Lead Pastor will have keys to the locked box.

- Run the background checks using First Advantage web-based tools and review the reports generated.

- Provide a copy of the reports to the Lead Pastor and SPRC Chair.

- Maintain an up-to-date list of approved volunteers who have had background checks.

- The SPRC Chair or the Lead Pastor will inform the church committee chair or team leader requesting the background check if the individual is not approved.

- Ensure that all documents related to background checks are placed in a locked file cabinet drawer dedicated solely to that purpose. Only the Lead Pastor, the SPRC Chair, and the two designated SPRC members will have access to the drawer; the key will be kept in a secure location in the pastor's office.