

Safe Environment and Smart Ministry Checklist

Safe Environment

- All of the adults (18+) who are regularly involved in the ministry are safe environment compliant and current.
Remember:
 - Background checks need to be updated every six years.
 - Young adult participants must also be safe environment compliant.
 - There are different requirements for different levels of adult involvement (see the Safe Environment Policy Manual).
- We always have appropriate adult supervision at all gatherings of young people:
 - Minimum of two adults over 21 years old at every gathering.
 - 1 adult for every 10 youth for on-site events.
 - 1 adult for every 8 youth for off-site events.
- We never hold youth gatherings in private homes.
- Every few months we give the names of all adults to our parish safe environment coordinator.
- We use a physical space that is well lit and safe.
- We never meet with a young person by him/herself in a location where no one else can see us.
- We seek approval for all overnight events.
- We follow archdiocesan safe environment protocols even when attending events held by non-archdiocesan groups (e.g., a weekend at a retreat center or an event hosted by a ministry organization or movement).

Smart Ministry

- Young people always sign in and sign out at every gathering.
- We have the phone number of our teens' parents/guardians in case of emergency.
- We use permission and release forms for all off-site events and overnight events.
- Our youth ministry coordinator has a phone number for the pastor in case of an emergency.
- There is easy access to an up-to-date first-aid kit at all gatherings.
- All of our adults know what to do in the following emergencies:
 - Injuries and injuries involving blood/body fluids
 - Threats of suicide or harm to others
 - Fire
 - Sudden weather event
 - Unauthorized individual(s) on church property
 - Active shooter