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