SAFE CHURCH AUDIT CHECKLIST
(rev. 12/2023)

Church/Institution Name _____ City/Town _____

Policy Implementation

1.	Does the congregation/institution have a safeguarding policy (or policies) in place?	Yes ☐	No ☐
2.	Does the policy taken into account the updated safeguarding guidelines from 2018 General Convention?	Yes ☐	No ☐
3.	Does the policy cover children and youth?	Yes ☐	No ☐
4.	Does the policy cover vulnerable adults and other populations?	Yes ☐	No ☐
5.	Does the policy cover Internet-use, social media, etc.?	Yes ☐	No ☐
6.	Does the policy cover workplace harassment?	Yes ☐	No ☐
7.	What was the date of the last Safe Church audit/checklist?	_____	

Training & Personnel

8.	Have all clergy in the parish attended Safe Church Training in the past 3 years?	Yes ☐	No ☐
9.	Have all paid staff attended Safe Church Training in the past 3 years?	Yes ☐	No ☐
10.	Have all paid staff had a background check in the past 5 years?	Yes ☐	No ☐
11.	Are all volunteers who work with children, youth, or vulnerable adults required to have been previously involved with the church/institution for at least 6 months?	Yes ☐	No ☐
12.	Have all children and youth ministry volunteers/leaders participated in Safe Church Training in the past 3 years?	Yes ☐	No ☐
13.	Have all children and youth ministry volunteers/leaders had a background check in the past 5 years?	Yes ☐	No ☐
14.	Have all Eucharistic Visitors and others involved in pastoral care to those off-site participated in Safe Church Training in the past 3 years?	Yes ☐	No ☐
15.	Have all Eucharistic Visitors and others involved in pastoral care to those off-site had a background check in the past 5 years?	Yes ☐	No ☐
16.	Does your congregation/institution have a safe church officer/coordinator/ minister other than the clergy person in charge? If Yes, please list the person's name, phone number, and email address below:	Yes ☐	No ☐

Building & Grounds

17.	Do offices used for meeting and classrooms used for vulnerable populations have windows or windows in the doors?	Yes ☐	No ☐
18.	Are all unlocked entrances during worship and program times monitored?	Yes ☐	No ☐
19.	Is there an established protocol for controlling who has keys to the church campus?	Yes ☐	No ☐
20.	Are all Internet-enabled computers password protected?	Yes ☐	No ☐

	Yes	No
21. Does your church/institution have WiFi?	Yes ☐	No ☐
A. If Yes, is the network password protected?	Yes ☐	No ☐
B. Is there any filtering software to prevent accessing inappropriate content?	Yes ☐	No ☐
C. Do you have rules about how that login information can be shared?	Yes ☐	No ☐
22. Are all personnel files and records containing private parishioner information secured by at least two locks (for example: a locked cabinet in a locked room)?	Yes ☐	No ☐
23. Do you have a building/facilities use policy in effect for outside groups?	Yes ☐	No ☐
24. Does the church office maintain a file of incident reports, regarding issues or concerns related to buildings/grounds events and safeguarding-related issues?	Yes ☐	No ☐

Ministry Considerations

	Yes	No
25. Are all off-site child and youth events cleared by the Vestry/Mission Council AND the clergyperson-in-charge prior to their occurrence?	Yes ☐	No ☐
26. Are there *at least* two unrelated adults (who have been background checked and Safe Church Trained) at all events and programs involving children and youth?	Yes ☐	No ☐
27. Are pastoral care ministries to the elderly, sick, hospitalized, etc. always done in pairs of unrelated adults?	Yes ☐	No ☐
28. Are all church-affiliated online groups administered by at least two, unrelated adults?	Yes ☐	No ☐
29. Area photo releases/permission slips completed for all children and youth whose photos are posted online?	Yes ☐	No ☐
30. Is building use coordinated (through calendars or designated persons) to avoid conflicting programs, such as AA groups using the same part of the building as Girl Scouts, etc.?	Yes ☐	No ☐
31. Does your church/institution require outside groups who regularly use the facilities to sign an indemnification agreement or waiver of liability?	Yes ☐	No ☐
32. Does your church/institution require outside groups who regularly use the facilities to obtain their own liability insurance?	Yes ☐	No ☐
A. Do outside groups present a copy of the insurance certificate annually?	Yes ☐	No ☐

_____ _____
Signature of Person Completing Form   Date

_____ _____
Written Name of Signer   Title at Church/Institution