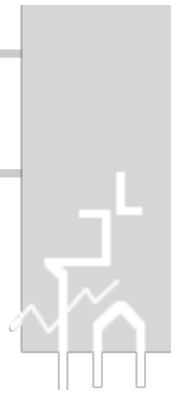


## ***RISK REDUCTION: SUPERVISION***



Procedures for adequate supervision of youth and youth workers include:

- (1) **Training and orientation** sessions for paid and volunteer staff.  
Document individual's completion of training about relevant church policies and procedures and local reporting laws for child and dependent adult abuse.
- (2) **Written guidelines** for employees and volunteers.  
Guidelines should:
  - clearly designate committee responsibility for programs, activities and other related duties
  - determine a ratio of adults to children for church activities (and require canceling activities if there are not enough adults)
  - eliminate the opportunity for an adult to have access to one or more children without another adult being present
  - require signed parental permission for off-grounds activities
  - describe rules for chaperones of overnight youth group outings (including adult consumption of alcohol)
  - specify church nursery security procedures (sign-ins, etc.)
  - require immediate reporting of suspicious behavior
  - describe maintenance of necessary written records
- (3) A clear **disciplinary policy** for staff, which includes sexual harassment.
- (4) **Confidential personnel files** (see Screening).  
  
Periodic **performance evaluations** of staff and volunteers.
- (5) **Consistent enforcement** of church and denominational policies and procedures, as well as state law.
- (6) A **premises security program** to prevent intruders from entering your building and playgrounds.

***It is advisable that your final policies, procedures and forms be reviewed by both a local lawyer and your church's insurance agent.***

*Adapted from Preferred Risk Mutual Insurance Company; Washington Association of Churches; UCC Insurance Advisory Board; Carr McCellan, Ingersoll, Thompson and Horn (law firm); Western Insurance Associates and Church Law and Tax Report.*