



St. Sanctuary Church Security and Safety Off-Site Checklist

Class, Organization, or Committee	Location
Responsible Leader	Date

Please review the following items to assure that your planned activity incorporates St. Sanctuary safety recommendations.

If you notice any safety concerns, please notify a pastor or the church office.

Yes No n/a

Have leaders <u>read</u> the:			
			St. Sanctuary's Safe Church Policy?"
Did the leaders <u>complete</u>:			
			St Sanctuary's screening process?
			First Aid training?
			CPR training?
If leading a <i>youth</i> event, do the leaders <u>have</u> in their possession:			
			Up-to-date Driver Authorization forms from all potential drivers and are they on file?
			Up-to-date Medical Release forms from all participants and are they on file (and medications needed by the participants)?
			Cell phone numbers for all participants?
			Signed Permission Forms from all participants?
			Up-to-date Driver Authorization forms from all drivers?
			A complete list of all participants on the outing?
			A plan should any individual get separated from the group?
			A ride back to church for everyone on the outing?
			A plan to safely escort everyone to their cars after the outing?
			A chaperone of each gender at the outing, if the outing has both genders in attendance?
Do you <u>know</u>:			
			What telephone numbers to call in an emergency?
			Who to report security and safety incidents to?
			How concerns or allegations of abuse are reported?
			Who to call for a facilities problem or concern?

(Refer to St. Sanctuary's Safe Church Policy for more information and details.)

This document was developed by
Wesley United Methodist Church In San Jose, CA,
as a checklist
for anyone responsible for a church gathering off campus.