

# ABUSE PREVENTION RISK ASSESSMENT

Churches | Schools | Ministries

**SIMMS · SHOWERS** LLP  
INTERNATIONAL PRACTICE. PERSONAL COMMITMENT.



# BOARD RISK MANAGEMENT SELF-ASSESSMENT



Y N ?

1. Do we have a manual that addresses operations, church safety, security, and ministry protection?
2. Do we follow the practices and procedures manual (or by-laws) when making decisions?
3. Do we have an employee manual for volunteers and employees? Do we maintain job descriptions for all employees? Do we comply with FLSA and other state and federal employment laws?
4. Do we provide offer letters, employment contracts, and independent contracts for new hires and do we know how to classify an employee from an independent contractor?
5. Do we have written agreements for grants of funds and/or goods to individuals or other tax-exempt ministries outlining expectations on the use of those granted funds?
6. Do we have a written child protection and reporting policy to assure proper training and supervision of youth/minors who are in our church/program?
7. Do we have a written safety and security policy and have trained staff and volunteer leaders for emergencies (i.e. active shooter situation)?
8. Do we conduct a periodic review of our insurance coverage to determine if we have adequate levels (especially directors and officers, liability, and property) and are we paying best rates for the coverage?
9. Do we rely on a designated attorney knowledgeable in church and tax-exempt law when making major decisions?
10. As a board member and/or officer, do I have a clear understanding of the decision-making process, ministry, and operations?

***If you answered "no" or "don't know" to any of the questions above, think about a legal audit to turn over the "major rocks." Contact Simms & Showers to order the Risk Management and Legal Audit questionnaire and for a free quote on the type of Legal Audit your organization should consider.***

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EVANGELICAL COUNCIL  
FOR ABUSE PREVENTION

# CHILD ABUSE PREVENTION ASSESSMENT



## Y N

A. We currently screen all paid employees, including clergy, who work with children or youth.

B. We currently screen all volunteer workers for any position involving work with children or youth.

C. We conduct reference background checks for all individuals working with youth or children.

D. We obtain signed waivers and releases for all reference checks.

E. We train all our staff who work with children or youth, both paid and volunteer, to understand the nature of child abuse and to respond to indications and allegations.

F. We take our policies and procedures to prevent child abuse seriously and see that they are enforced.

G. Our leadership understands applicable state law concerning child abuse reporting obligations.

H. We have a clearly defined inquiry and reporting procedure for suspected incidents of child abuse.

I. We have a specific response plan to use if an allegation of child abuse is made, including media inquiries.

J. We have adequate insurance coverage, if a child abuse claim should ever occur.

