**Church Policy on Annual Physical Space Inspection for Child Protection**

**Policy Name:** Annual Physical Space Inspection Policy  
**Effective Date:** [Insert Date]  
**Purpose:** To ensure all physical spaces within the church are designed and maintained to eliminate areas that could be exploited to harm children, providing a secure environment for all.

**Scope**

This policy applies to all church facilities, including areas used during services, events, and activities involving children or teenagers. It aims to identify and mitigate risks associated with physical spaces.

**Policy Statement**

1. **Objective of the Inspection:**
   * The primary goal is to identify and address areas within church facilities that present potential risks to child safety.
   * Inspections will focus on mitigating risks such as hidden or inaccessible spaces, unlit areas, and unsecured rooms that could facilitate grooming or abuse.
2. **Inspection Scope and Focus:**
   * Evaluate **unused rooms** and ensure all doors are locked when not in use.
   * Assess **storage or coat closets** to confirm restricted access.
   * Identify **blind spots** or poorly visible areas, particularly in rooms and hallways used during services or activities.
   * Verify that all spaces used during services and activities are:
     + **Well-lit**, without dark corners or areas.
     + Designed to maximize **clear sightlines**.
     + Monitored through windows, mirrors, or other visibility-enhancing features.
3. **Inspection Schedule:**
   * Conduct an initial inspection upon adoption of this policy.
   * Perform subsequent inspections **annually** or whenever facility modifications are made.
4. **Risk Mitigation and Corrective Actions:**
   * **Logging and Documentation:**
     + Maintain detailed logs of all identified risks, including descriptions and photographs.
   * **Action Steps:**
     + Install mirrors in blind spots.
     + Implement motion-detection lighting to ensure proper illumination in all areas.
     + Install windows in doors where supervision is required.
     + Rearrange or remove furniture and objects that obstruct sightlines.
     + Secure all areas not actively in use with locks or restricted access protocols.
   * **Timelines:**
     + Corrective actions must be implemented promptly after each inspection.
5. **Resources for Inspection:**
   * If internal expertise is insufficient, the church may engage external professionals, such as:
     + Local law enforcement personnel.
     + Security firms with expertise in facility safety.
     + Veterans or other individuals with relevant experience.
6. **Accountability and Oversight:**
   * Inspection findings and corrective actions will be reviewed by church leadership.
   * Leadership will ensure that recommendations are implemented and compliance is maintained.
7. **Ongoing Maintenance:**
   * Maintain a proactive approach to facility safety by encouraging staff and volunteers to report any newly identified risks immediately.
   * Conduct periodic spot checks between annual inspections to address emerging concerns.

**Compliance and Monitoring**

* Church leadership will oversee the implementation and adherence to this policy.
* Documentation of inspections, corrective actions, and compliance reviews will be maintained for at least five years.

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| **Approved By:** | **Contact for Questions or Concerns:** [Name/Position] |
| [Leadership Name/Position] | [Phone Number] |
| **[Date of Approval]** | [Email Address] |
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| I acknowledge that I have read and comprehended this document. |
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| Staff / Volunteer Printed Name |
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| Staff/Volunteer Signature |

If you have any questions, comments or concerns, please contact Sonni Wilson [sonni@ppekids.org](mailto:sonni@ppekids.org) .

I can help you with every aspect of implementing this and any other policy. I can even customize these policies to better suit your needs.