**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 .

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.