



# School Safety

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# Partnering With You

**Our Ministry:** We protect the ministries of the Seventh-day Adventist® Church with insurance and risk management solutions.



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# Pillars of Risk Management

## **RISK IDENTIFICATION**

Analyze Risks,  
Hazards and  
Values

## **RISK CONTROL**

Prevent,  
Minimize, or  
Avoid

## **RISK FINANCING**

Insure,  
Retain, or  
Transfer



# Goals

1

Protect the name  
and mission of  
our church

2

Keep our staff,  
our students,  
and guests  
safe

3

Build an  
effective  
ministry





# Physical Plant & Life Safety



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- Self-Inspection/Evaluation
- Emergency Planning
- Incident Response
- Safety Education
- Should be on the Board
- Spearhead the Safety Committee



From small medical incidents like a trip and fall, to an emergency situation such as severe weather or an active shooter, having a plan for safety is critical to protect your people. A safety officer can provide leadership in this area that is mission-driven, practical, and effective. Whether you are a new safety officer or have held the position for a number of years, the following information will help you understand how to shepherd your people using best prevention and emergency-response practices.

#### **A Team Effort**

Protecting people and property requires a team effort including the church pastors, elders, the safety committee, the church board, and members. Good communication and a mission-focused approach between all is crucial to the successful protection of the church.

#### **Self-Inspections**

A key component to preventing losses is to identify and correct hazardous conditions before accidents happen. With the assistance from a member or members of the safety committee, perform a walk-through of the church at least once a year. Hazards can come up quickly and unexpectedly. More frequent surveys allow you to catch these before potential incidents occur. All staff, elders, deacons, and volunteers should constantly be vigilant and report or correct hazards when identified. The Church Self-Inspection Form, available on [AdventistRisk.org](http://AdventistRisk.org), will help guide you through the church inspection process.

#### **Slips, Trips and Falls**

Slips, trips and falls generally remain a primary cause of church accidents. They can be caused by broken steps, potholes, cracked sidewalks, torn and wrinkled carpet, gravel, twigs or other debris on walkways, or wet floors from inclement weather or spills. Make sure the right team or persons take ownership of promptly correcting these conditions as soon as they are identified.

#### **Security**

Security is more than cameras and alarms installed on doors and windows. A security program designed to protect people and property includes increased visibility through the trimming of vegetation, good lighting (inside and out), and other elements. Everyone must be observant and responsive to suspicious activity such as someone lurking in shadows or hallways, unattended packages, and other situations. Work with your hospitality volunteers to ensure that persons entering the church campus and



# Self Inspections

- “NO” response = Problem
- Describe issue
- Recommend action

**SCHOOL SELF-INSPECTION FORM**

Questions about safety or risk control?  
Contact our specialists at [customercare@adventistrisk.org](mailto:customercare@adventistrisk.org)

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_  
EVALUATOR: \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_  
DORM STUDENTS: \_\_\_\_\_

**> SECTION A: GENERAL**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, camp evacuation, lost or missing campers, as applicable)	<input type="radio"/>	<input type="radio"/>				
2. Evacuation Plans posted	<input type="radio"/>	<input type="radio"/>				
3. Assembly room occupant capacity posted	<input type="radio"/>	<input type="radio"/>				
4. Two fire drills conducted during first month of school. One drill per month during the remainder of the school year	<input type="radio"/>	<input type="radio"/>				
5. Fire alarm system tested during drills	<input type="radio"/>	<input type="radio"/>				
6. Automatic sprinkler systems receive annual professional maintenance	<input type="radio"/>	<input type="radio"/>				
7. Earthquake or other drills, as required by local jurisdiction	<input type="radio"/>	<input type="radio"/>				
8. Dormitory fire drills conducted at least quarterly	<input type="radio"/>	<input type="radio"/>				
9. Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)	<input type="radio"/>	<input type="radio"/>				
10. School personnel visually inspect extinguishers monthly for adequate pressure or tampering	<input type="radio"/>	<input type="radio"/>				
11. Lighting adequate	<input type="radio"/>	<input type="radio"/>				
12. Good housekeeping	<input type="radio"/>	<input type="radio"/>				

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# Physical Plant & Life Safety

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- Electrical
- Walking Surfaces
- Classrooms
- Kitchen





# Security - Have the Right Priorities

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- Protect People
  - Access Control
  - Communications
- Beware Trendy Solutions



# 4 STEPS TO REOPENING SCHOOLS

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After COVID-19 Pandemic



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# Follow Local Laws



## Local governments must lift restrictions

- Permission for churches and schools to resume
- Number of attendees



## Take into account social distancing guidelines

- Are masks still required





# 4 Steps for Reopening

STEP 1

CLEAN



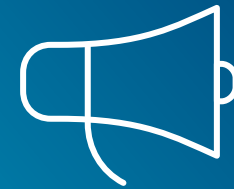
STEP 2

MITIGATE RISKS



STEP 3

COMMUNICATE  
EXPECTATIONS



STEP 4

REASSESS  
PROCEDURES  
OFTEN







# Step 1: Cleaning – Areas to Clean



Bathrooms, gym, playground, lobby, and other common areas; High-touch areas



Tables, chairs, teaching aids in classrooms



Desks and furniture



Teaching aids and AV equipment, including mics, stands, electronics, etc.



Air conditioning units and filters

# Step 2: Mitigation – New Policies



## Before school

Require face coverings for everyone in attendance

Take temperatures at the door

Install automatic doors



## During school

Discourage handshakes, hugs, and other member contact

Block off sections inside the school facility for social distancing



## After school

Dismiss students one classroom at a time



# Step 3: Communicate – Before Return



**Prepare your parents for changes**



**Explain the steps you are taking and why**

- Email parents
- Hold a Zoom meeting for Q&A
- Use social media to let potential visitors know



**Ask students who have fever or other symptoms to stay home**



## Step 4: Reassess Procedures



Discuss with school administration how effective new policies are

Revise as needed and communicate to students and parents

Follow guidance from the state and county health department

Monitor health of staff and students

Temporarily return to distance learning if staff and students are getting sick





# Building a Child Protection Plan



# Step 1: Leadership

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- **Make this a priority at the top.**
- Hold your leadership team accountable.
- Insist on implementation of training/screening.
- Insist on implementation of policies and guidelines.



## Step 2: Build the Right Fence

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- Understand the problem.
- **Reference check thoroughly.**
- Establish a clear reporting structure and expectations.



# Premises Review

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- **Access to premises** – doors, locks, windows, other areas of the building, sign-in/out, badges, uniforms,
- **Interior & exterior lighting** – Ensure accessible areas are well lit to ensure good supervision.
- **Visual panels** – be sure all your activities with children are open and visible.
- **Restrooms** – Ensure that children are not congregating in the bathrooms and provide supervision while respecting privacy of attending to needs.





# Effective Supervision

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- **Environmental Hazards:** geographic features such as bodies of water that children may fall in, strong currents in areas where youth are swimming, wooded areas where children may become lost, etc.
- **Experience and Qualifications of Staff Members:** maturity and judgment, experience and knowledge, training, etc.
- **Skill Level of Children:** age, number of persons, physical condition, disabilities, etc.
- **How Much Risk the Activity Involves:** Nature walk vs Mountaineering.



# Off-site activities and trips

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- Liability release and medical (waiver) forms
  - Parents/legal guardians need to know what will be happening.
  - Decisions need to be made about which activities a child can/should participate.
- Effective qualified supervision during travel and at destination
  - The back of the bus...



# Protecting Children

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- Limit **out-of-program contact** and look out for volunteers trying to initiate out-of-program contact with children not their own.
- **Sign in/out controls** to ensure that custodial parents/legal guardians are the only ones who can leave with the child.
- **Stranger awareness** – control access and have a missing child plan.
- **Bullying awareness** – set expectations with staff and children that bullying is not allowed and have a plan to work through incidents of bullying.



# Mandatory Reporting

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Reporting all incidents of suspected child abuse to proper authorities in accordance with the child protection laws as required by the jurisdiction where the school is located

Mandated reporters will report physical injury, child sexual abuse, willful cruelty or unjustified punishment, unlawful corporal punishment or injury, or neglect





# Child Protection

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**More than a LEGAL duty**

**We have a MORAL duty**

*“Whosoever shall offend one of these little ones that believe in me, it is better for him that a millstone were hanged about his neck, and he were cast into the sea.”*

MARK 9:42 KJV



# Working With Kids Online

April 29, 2020 – Solutions newsletter at [adventistrisk.org](https://adventistrisk.org)

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# Working With Kids Online

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- No individual contact should be allowed.
- Parents should be able to see everything that is going on.
- Consider consent form



# Online Consent Form



## Communication Tool



## Not a “get-out-of-jail-free” card

## Work with your conference

This document is a general template and should be reviewed and approved by your conference with local legal counsel.

Name of Sponsoring Entity (INSERT NAME OF CHURCH OR SCHOOL HERE)

Parental Permission Form for Minor's Online Participation in (FILL IN ACTIVITY HERE)

Name of Minor (print legibly): \_\_\_\_\_ Minor Grade Level: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ (please circle - Home or Cell)

Contact Number #2: ( ) \_\_\_\_\_ (please circle - Home or Cell)

Email Address \_\_\_\_\_

Address \_\_\_\_\_

Please check below to indicate the participation of minor identified above.

\_\_\_\_\_ I do give permission for the minor to participate in (INSERT CLASS/ACTIVITY NAME HERE) with the Sponsoring Entity.

\_\_\_\_\_ I do not give permission for the minor to participate in (INSERT CLASS/ACTIVITY NAME HERE) with the Sponsoring Entity. (If you choose for the minor NOT to participate in (FILL IN ACTIVITY HERE) online at (NAME OF CHURCH OR SCHOOL), the minor will not be able to participate at all.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

Further, I/we understand by agreeing to allow the minor to participate that the Online Activities identified above involve certain risks such as exposure to bullying, pornography, misappropriation of personal information and other risks associated with online activity. In addition, the Sponsoring Entity stated above cannot guarantee that participation in this online activity will not expose your hardware to viruses, and other malicious software or code-based tools. I/we still wish to proceed with the activities described herein I/we do so and assume all risk and understanding of the risks involved. I/we fully understand that the sponsoring organization cannot fully protect me, my child, or my computer systems, including software and hardware. Any technical support for my computer systems, the use of any software on my computer systems or accessed through the internet are my sole responsibility. I understand that supervision of what my child accesses online, the information they share, and any messages with volunteers, employees, other parents and other minors are my responsibility. I agree to fully supervise all activities the minor participates in and to screen and assume responsibility for all messages my child sends and receives. I have read and understand the foregoing.

\_\_\_\_\_ Initials

Please return this form to (CONTACT PERSON) and (CONTACT INFORMATION). Scan and email as an attachment to (JANE DOE AT JDOE@GMAIL.COM) or INSERT ALTERNATIVE CONTACT/DELIVERY METHODS HERE IF NEEDED before (NAME OF ACTIVITY) is scheduled to begin.



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# Online Safety Measures

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- **No one-on-one interactions** such as via text, direct message, private chat.
- **Include 2<sup>nd</sup> Adult.** Ensure that parents or other adult volunteers are included in communications.
- **Commit to learning about technology.** You can learn from colleagues, parents, and kids! It's the cost of doing business. If this is the way ministry is going to be conducted, invest in educating yourself.



# Incidents and Claims

A man with grey hair and glasses, wearing a white shirt and a striped tie, is leaning over a damaged silver car. He is holding a smartphone in both hands, taking a photo of the front-left corner of the vehicle, which shows significant damage to the headlight and bumper area. The background is slightly blurred, showing other vehicles and what appears to be a parking lot or street scene. The image has a warm, orange-toned overlay.

# Claim Reporting

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- Do not wait to file your claim
- You have a duty to protect your property from further loss.
- Report claims/accidents immediately:
  - 1.888.951.4ARM (4276)
  - [Claims@adventistrisk.org](mailto:Claims@adventistrisk.org)



# Leadership

- Make this a priority at the top.
- Hold your leadership team accountable.
- Insist on implementation of training/screening.
- Insist on implementation of policies and guidelines.



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# Matthew 25:21

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“His master replied, ‘**Well done, good and faithful servant!** You have been faithful with a few things; I will put you in charge of many things. Come and share your master’s happiness!’



# Q&A





This presentation and any materials distributed are fact-based, general information and should not, under any circumstances, be considered specific legal advice regarding a particular matter or subject. Please consult your local attorney or risk manager if you would like to discuss how a local jurisdiction deals with any specific circumstances you may be facing.

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