

General overview for those in leadership roles who oversee children or youth--  
As you watch the Safety and Liability Video complete the worksheet that follows.  
After you complete watching the video and filling in the worksheet, please sign and  
date it and return it to your supervisor at church. Thanks for helping make our  
ministries a safe place for both you and the young people we serve.

- 1 Watching this video does not release you of **liability** or the responsibility to  
just use **common sense** in your situation.
- 2 It is suggested that once you have completed your policy manual that you  
receive some **legal counsel** because all states and counties are different in  
their laws and procedures.
- 3 It is hard to recruit volunteers, but you don't want to take just **anyone**.
- 4 It is a good idea to get to **know** someone before you put them into a  
volunteer role with your children or young people.
- 5 Have any volunteers fill out an **application** before they start to serve.
- 6 Make sure that the person **signs** the application giving you permission to do  
a **background check**.
- 7 Ask for and follow up on **references**.
- 8 Conduct a **personal** interview.
- 9 It is recommended that you have all your volunteers have an initial  
**orientation** to your ministry's **policies**, as well as ongoing **reminders** of  
protecting young people.
- 10 Have your volunteers do an **annual** or **semi-annual** review of your policies  
and then **sign off** that they have done it.

I have watched the DVD in its entirety and agree to abide by all the guidelines on  
this video.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_