

## Risk Reduction Strategies - Appendix B

The following actions must be taken in order to reduce the risk factor:

- 1) Have at least two adults present for a ministry or program. Where possible, the two adults are to be unrelated.
- 2) Have two adults transport children, youth or vulnerable persons in a vehicle, and ensure the driver has a valid driver's license and insurance, liability insurance coverage of at least \$2 million.
- 3) Notify and ask permission of a parent before any proposed one-to-one meeting with a child/youth, e.g., in a mentoring relationship.
- 4) One-to-one meetings with a child, youth or vulnerable persons must take place in a public area either inside or outside the office, parish or organization's facilities, where both people can be seen by others.
- 5) Install a window in the door of each office, classroom or activity room, or always leave the door open.
- 6) Anyone working with children, youth or vulnerable persons is to wear a name tag.
- 7) Parents/guardians contact information must be carefully maintained by the ministry volunteer leader or designated office, parish, camp, approved organization, NTC or SJS staff person.
- 8) No child is to be dropped off at a ministry or program location without a volunteer leader or office, parish, camp, approved organization, NTC or SJS staff present. The child must be picked up by the parent/guardian or their designate. If a child is not picked up within a short or reasonable period after the scheduled end of the activity, the volunteer leader or staff will first contact the parent/guardian, and if no contact can be made, he or she is authorized to contact the appropriate children services agency.
- 9) Parents/guardians are encouraged to participate with their children in a ministry or program. Any other adult wishing to be present needs the permission of the volunteer leader or staff.
- 10) Any changes to a ministry or program should be approved by the pastor, director or volunteer leader.
- 11) Ensure the design of facilities can protect children, youth or vulnerable persons.
- 12) Ensure fire extinguishers and emergency exits are known to volunteer leader or staff.
- 13) Use these minimum ratios:

0-18months	2 adults to 6 children
19months-2yrs	2 adults to 10 children
3-5yrs	2 adults to 12 children
6-14 yrs	2 adults to 15 children/youth
15-17 yrs	2 adults to 15 youth
Vulnerable persons 18+	2 adults to 10 vulnerable persons

- 13) If the risk remains high, modify or forgo the activity/event/program.