

**DIOCESE OF DALLAS, TX**  
**Office of Youth and Young Adult Ministries**

**SAFETY AND LIABILITY GUIDELINES**

**INTRODUCTION**

As adult leaders who work with young people in a variety of parish and diocesan settings, it is important that we be aware of our responsibility for the safety of the young people involved in our programs. Important aspects of our responsibility include clear communication with young people and parents, appropriate supervision for all activities, and proper maintenance of our facilities to reduce the possibility of accidental injury. These safety and liability guidelines are offered to assist you in these efforts.

As adults involved in ministry, in addition to our concern for the spiritual and personal formation of young people, we must also be concerned for the safety of the young people and other adults involved in our parish and diocesan programs. The efforts used to minimize possible injuries to those who are in our care or on Church property are defined as “*risk management*.” While we can never eliminate the possibility of injuries, we must take all appropriate steps to reduce their occurrence for the benefit of individuals in our diocese and parish communities. The familiarity with and use of these guidelines can help insure a safer environment for all.

The law considers us responsible for the safety of those in our programs under two legal theories. Under the principle of “*tort liability*” all the participants in our programs are considered “invitees” for whom we owe certain duties. If we fail in those duties due to negligence or improper conduct we may be held liable for the consequences. Issues we need to consider under this legal theory are:

- 1 All the issues concerned with clear communication of activity details with parents or legal guardians
- 2 Clear communication of behavioral expectations of participants and the consequences of misbehavior
- 3 Safe transportation
- 4 The possibility of mistreatment or abuse of youth while in our programs.

Under the principle of “*premise liability*” we are considered responsible for the safety of anyone who comes onto property which we are in possession or control of. If someone is injured while on our premises due to the unsafe condition of the property we may be held liable. Issues we need to consider under premise liability are:

- 1 The proper installation and maintenance of buildings and equipment
- 2 The proper maintenance of the grounds, driveways, parking lots, sidewalks and steps
- 3 Emergency safety equipment and procedures such as exit lights, fire extinguishers, first aid kits, and fire and tornado drills.

For a party to be held liable, negligence must be proven. There are four elements which must be present for legal negligence to be found: ***duty, violation of duty, proximate cause, and injury.***

The person charged with negligence must have had a ***duty***. In youth ministry, the person charged must have had a duty to the young person at that time. A youth ministry leader attending a public school football game where some of the teens he/she works with at church does not constitute a duty.

Negligence cannot exist if ***a violation of duty*** is not present. The courts understand that accidents and spontaneous actions can occur. If a teenager spontaneously hits another teenager while you are carrying out your duty there is no violation. If, however, a teenager began throwing objects at another and you did nothing to stop this behavior then you would be in violation of duty. Another example of violation of duty would be leaving a room full of teens without adult supervision to go make non-emergency phone calls when your presence could have prevented the injury.

The violation of duty must be the ***proximate cause*** of the injury. Here, the concept of foresee ability is important. Would proper supervision have prevented the injury? Would a reasonable person have foreseen that there is a likelihood of injury? Proximate cause is a complex legal concept. Youth ministry programs can pose special dangers when young people are not sitting safely in desks at church. For this reason, it is wise for youth ministry leaders to have on-going conversations about foreseeable dangers in regard to youth ministry events (on and off-site) and determining what proper supervision requires to minimize injury.

The final element necessary for a finding of negligence is ***injury***. In order to bring suit in a court of law, an individual has to have sustained an injury for which the court can award a remedy. Therefore, you left a group of 20 sixth graders for twenty minutes but there was no injury there could be no negligence (at least in a legal sense), though it certainly could constitute poor judgment. The best defense against negligence for any youth ministry program is a reasonable attempt to provide for the safety of all through the development of appropriate rules and regulations. The best defense for adult leaders is to implement and adhere to the rules and regulations.

The following guidelines are meant to be taken very seriously whether by paid or volunteer staff, full-time or part-time. By doing so we show our true care and concern for young people, their families, our parishes, and ultimately the diocese.

These guidelines are not meant to overwhelm. Many of us might say that we did not get into ministry to do this, but planning for the safety and well-being of our young people is in itself an act of caring. These guidelines, if learned and utilized, can become second nature. We invite you to refer to appropriate parts of the guidelines as you plan programs and events. As you gain experience you will find that you will automatically include these safety and liability guidelines in all that you do.

These guidelines are divided into several parts. The first part deals with activities occurring on parish premises. The second part deals with issues surrounding activities occurring off the parish premises. The third part deals with concerns regarding supervision and supervisors. In all incidences, it is expected that all paid staff and volunteers comply with the Diocesan Safe Environment Program.

## **ON-SITE PARISH YOUTH MINISTRY**

“On-site parish youth ministry” refers to ministry with youth that takes place on parish property. This includes religious education classes, youth group activities, sports events, and any events in which young people are involved on your premises.

The safety and well-being of young people attending the various programs at the parish are the responsibility of the youth minister and other adult leaders responsible for youth activities.

### **Permission/Medical Release Forms**

Permission/Medical Release forms are a responsible part of ministry with young people. They offer a basic communication vehicle between the parish and the parent/legal guardian. They also provide valuable information in case of a medical emergency. A permission/medical release form should be on file for every young person who is an active member of your parish program, including the religious education program. These should be kept on file and renewed each year.

We all agree that distributing and collecting permission forms is always a difficult job. Finding creative ways to do this will help make it easier. The beginning of the yearly program is a good time, when parents are registering youth. The form can be included with promotional materials that are mailed. Helping parents understand that their child is not registered for a program until their permission form/medical release is completed is also helpful. (Off-site permission forms discussed below.)

This [Permission Form/Medical Release](#) may be adapted for your local use as long as the essential information required remains intact. It is always important to double check all forms that you receive to make sure they are completely filled out in PEN (not pencil) and that they are signed by the parent or legal guardian. An emergency situation is not the time to realize that a form is incomplete.

### **Attendance**

It is important to keep accurate records of attendance for regular parish youth programs in case there is ever a question whether a particular youth was on the premises for a certain activity. Since many youth are able to drive themselves to the parish, or ride with someone else, there is always the possibility that they may leave home but not get to the activity.

In addition, a responsible adult supervisor should make a quick check of the parking lot and other accessible parish facilities a few minutes after an activity has begun. Sometimes youth will come onto the parish premises but not come to the activity. If youth are found, they should be invited to come to the activity or leave the premises.

Parishes should consider contacting parents of young people absent from an activity. Not only does this turn up any discrepancy about attendance, it also serves as a reminder that youth are welcome and wanted at events.

### **Arrival and Dismissal**

The youth minister is responsible for young people from the moment they enter the parish premises until their departure. A clear policy stating the arrival and dismissal time for young people should be developed and communicated to young people and parents. Usually, fifteen minutes before a program and fifteen to thirty minutes after a program offer ample arrival and departure time.

Youth or groups of youth should never be left on the premises alone. The youth minister or the adult responsible for the program is to remain with the youth until all youth have left the parish premises. Generally, two adults should be on the premises in case of emergencies and to avoid any appearance of misconduct.

Sometimes it is necessary for a young person to leave a program early. At such times it is appropriate to require a note or telephone call from the parent or guardian requesting early dismissal. No student should be dismissed to the care of another adult without the express permission of the parent or legal guardian.

### **Medical Injuries and Emergencies**

Every parish should have a stocked, easily accessible first aid kit.

An [Incident Report Form](#) is to be filed in accordance with site procedures in the event of an injury or an emergency. Do not admit any liability or negligence, or make any promises of payment or insurance coverage to the parties involved. Politely refer them to the parish business manager with their questions. If the area where the incident occurred could cause injury to others, close it until it can be repaired.

### **Building and Grounds**

The youth minister should be aware of potential hazards regarding equipment, buildings and grounds. While this is primarily the responsibility of the parish maintenance staff, the constant vigilance of everyone using the parish plant for activities will help prevent all potential safety hazards. All adult leaders should know the location of the fire alarms and fire extinguishers and be familiar with all exit routes.

In the event that damage to property occurs, the youth minister or adult in charge should complete the appropriate forms and file in accordance with site procedures. Incident Reports should be completed for on-site events/activities as well as off-site events/activities.

## **OFF-SITE PARISH YOUTH MINISTRY**

Any program which takes young people away from the parish premises is considered “off-site parish youth ministry.” In providing a comprehensive youth ministry to youth of the parish, young people are frequently involved in the following experiences and activities that occur off parish premises. These activities are important components of a total youth ministry program but have their own set of safety issues which must be given the proper attention. The following are a few examples:

1. Retreats/lock-ins (day, evening or overnight)
2. Special conferences or workshops out of town
3. Diocesan events
4. Service projects or field trips
5. Out of town trips to amusement parks, etc.
6. Recreational/sports activities
7. Camping trips or other outdoor activities
8. Home based faith formation or Bible studies

### **Permission/Medical Information Forms**

You should have a signed permission/medical release form for every youth and adult participating in an off-site activity. The form should provide parents with the important details about the trip as well as providing you with important information.

If you utilize the release and liability waiver in a blanket fashion (for an entire year to include all activities within the specific year time period) you still must get written permission from parents for each specific event. The easiest way to do this is when you send out the event information form (date, time, where to meet, what to bring, etc) include a permission slip which must be signed and returned in order for each youth to attend the event.

### **Site Selection**

In selecting a site for an activity, it is important to do so with an eye for safety considerations, as well as cost and availability. Buildings, equipment and grounds should be hazard free and properly maintained and emergency medical facilities and law enforcement agencies should be within reasonable distances.

### **Private Homes**

If you use private homes for off-site activities, the homeowners should be aware of the increased liability risk they incur. They should check with their homeowner's insurance

agent to see if they are protected for church group activities. Some policies cover such activities while others require additional coverage.

## **Transportation**

Because you need to get your youth to the off-site ministry event or experience, transportation will always be an issue. Use the following guidelines:

1. Are all drivers age 25 or older? (21 with permission of the pastor)
2. Are all vehicles in good working condition?
3. Have the driving records been checked?
4. Are all vehicles insured and if the vehicle is non-owned, does the driver have permission to utilize the vehicle?
5. Do the vehicles have a current state inspection?
6. Does the driver have a current driver's license?
7. Are the proper number of students assigned to each individual vehicle, depending upon its capacity (number of seat belts)?
8. Have the drivers been advised on the route of travel and what to do in the event that they become lost? A clear map or clearly written directions should be the standard.
9. Are all drivers advised to travel as a group or in pairs?

All drivers should be questioned verbally as to their driving record and their vehicle should be inspected. This will take the mechanical argument away from any plaintiff attorney in the event of an accident involving injury. A sample [Driver Information Sheet](#) is linked for volunteer drivers for youth ministry events (should be filled out and signed once a year and kept on file).

## **Medical Injuries and Emergencies**

All of the guidelines previously cited apply. A well stocked first aid kit and the permission/medical release forms should travel with you at all times. Copies of all forms should be left at the parish office. Here is a sampling of first aid kit contents:

Incident Report Forms	Safety Pins
Band-Aids-VariouS Sizes	Rubber Bands
Alcohol Prep Packages	Dental Floss
Neosporin	Thermometer Strips
Rubber Gloves	Eye Drops
Peroxide	Adhesive Tape
Scissors	Ace Wrap Bandage
Tweezers	Antibacterial Wipes
Sharpie Marker	Gauze
Flashlight	Pads And Tampons
Batteries (For Walkie Talkies And Flashlight)	Sunscreen
Pen	Aloe Gel
Safety Pins	A Bottle Of Water
	Granola Bar

Please refer to the youth's Medical Release Form before dispensing any over-the-counter medications. Parental permission is required. It is a good idea to have on hand some hard candy (for when someone has a tickle, but does not need medicine). Some suggestions of over-the counter medicines that you may want to have on hand are:

Ibuprofen  
Tylenol  
Pepto Or Tums  
Benedryl(Cream And Capsules)  
Cough Drops

### **Bus Boxes**

When traveling with youth, it is always a good idea to be prepared for the unexpected. Here are some ideas of what to bring along with you, when you take your youth on an outing.

- Roll of paper towels
- Handi-wipes
- Box of tissue
- Large trash bags
- Small can liner bags
- Hard candies – for coughers on overnight or long trip
- Large Ziplock bag with: pencils, pens, index cards, masking tape, rubber bands
- 1 gal. jug of water
- Small Dixie cups
- Duct tape

### **Outdoor Activities**

Youth ministry frequently involves young people in outdoor activities. These activities offer young people opportunities to form healthy friendships, experience Christian community, experience the beauty of God's creation in nature, and enable stronger intergenerational relationships to develop. Recreational opportunities are designed for youth enjoyment with the inclusion of all participants.

If you are taking a group camping, hiking, to the lake or beach, or some other outdoor activity the ratio of youth to adults should increase to one adult for every four youth (normal recommendation is one to ten for high school teenagers and one to seven for junior high youth) to compensate for the greater need for supervision and possible emergencies.

### **Camp Facilities**

When choosing a campsite for camping, retreat or some kind of outdoor adventure, it is a good practice to see the camp first hand. What shape is the camp in, how hospitable is the camp staff? How difficult will it be to get quick medical attention if necessary? Is the camp accredited and by whom? The most widely recognized accreditation is with the American Camping Association (ACA). This organization maintains a strict set of safety standards for staffing, buildings, programs, and services for all types of camps, religious and secular alike.

### **Water Activities**

Water activities require special precautions. A certified lifeguard must be present when swimming at a public pool. Other swimming activities such as a private pool, a lake, or the beach should be properly supervised according to the risk. Youth people must use appropriate certified life preservers when using any kind of water craft and must be instructed on the proper use of the craft before using it. Each craft should have an adult on board. Motorized craft must be driven by those age 25 or older who have been properly instructed in the use of the craft.

## **SUPERVISION AND SUPERVISORS**

Any activity involving young people needs to have appropriate adult supervision. We have been entrusted with the children of the families in our parishes and we must take care not to violate that trust. This means providing reasonable and prudent supervision that is equal to or exceeds the supervision reasonable parents would give their own children. As always, all paid staff and volunteers must adhere to the Diocesan Safe Environment Program.

### **Behavioral Guidelines**

Each parish should have clear and consistent behavioral guidelines which specify the expected behavior of both adults and young people at all activities. These guidelines should be written and publicized in the promotional material for activities and programs. Guidelines should be orally reviewed with the participants at the beginning of every program or activity. New participants should also be briefed as they enter into the program.

Minimal guidelines should include:

1. All youth and adults are expected to fully participate in all activities unless otherwise excused. Anyone under the influence of alcohol or drugs, or suspected of being under the influence of alcohol or drugs should not be allowed to participate. Alcohol should not be served at any youth event where young people under the age of 21 are present. This includes all on-site and off-site youth ministry activities.
2. Everyone is expected to respect all other participants in the program or activity. No physical or verbal harassment and no possession of weapons of any kind.
3. All participants are expected to be building community with the entire group. There should be no exclusive coupling during an activity (no kissing, necking, or other intimate or inappropriate sexual activity).
4. Anyone found in violation of these guidelines is subject to immediate dismissal from the activity and may be prohibited from attending future activities. If necessary, a parent or guardian will be called to pick youth up from the activity.

Guidelines may also need to be included for specific activities, such as curfews and boundaries. A sample Staff Behavior Guidelines Sheet has been included in the Youth Ministry Preparation Section.

The consequences for violation of the behavioral guidelines must be clearly stated and fairly and consistently enforced. Violation of guidelines, especially those involving illegal or immoral activity, should be reported to parents.

### **Adult Leadership**

The adult involved in youth ministry is to demonstrate by example the values which reflect Gospel love and compassion.

*“The youth minister is by calling, a multi-gifted person who has the God-given ability to relate to youth. The minister is above all else, a person of faith: a person who is capable of interpreting their own human life through the eyes of faith while at the same time interpreting the signs, symbols, images, language and culture of youth in order to enable youth to be drawn more closely into the Church. The youth minister is therefore much more than an activities or program director...the minister stands as a model of the Catholic faith and is the vehicle to youth of God’s abiding love and presence.”*

All adult leaders should be persons of maturity possessing a sensitivity to adolescents. Adult leaders are expected to demonstrate a consistent behavior which respects his/her own dignity as well as the dignity of the youth. Respect for the individual, for the premises and for the law are integral to adult leaders. Any adult wishing to be involved in youth ministry who demonstrates less than a responsible leadership style should not be involved with youth. All leaders need to be screened, cleared and compliant.

In youth ministry, it is essential that the adult:

1. Behaves in a fashion appropriate for the activity
2. Never touches in an immodest fashion any youth
3. Refrains from any sexual, sexist, racist comments
4. Refrains from obscene language
5. Follows the same behavioral guidelines set for the young people, including refraining from alcohol

The youth minister is responsible for the selection, training and supervision of the other adults involved in various roles in any youth activity. The youth minister should invite other adults into youth ministry roles only when the above attitudes and behaviors have been demonstrated.

The youth minister is to clearly formulate the responsibilities for the adults of each activity. The specific roles of catechist, program leader, sponsor or chaperone need to be understood. The youth minister should be quick to point out to any adult a breach of the expected behaviors and responsibilities. Any adult not strictly following the expected behaviors and responsibilities must not be permitted to continue as an adult leader.

The diocese has a significant responsibility to ensure that positive steps are taken to identify those persons that may have had prior personal experiences in the sexual misconduct area. Every adult who has regular contact with young people (both employees and volunteers) should complete and sign the “**Screening Form**”. The signing of this form must be made a condition of employment or, for volunteers, a condition for working with youth.

### **Adult/Youth Ratio**

It is important to consider the adult to youth ratio at every youth ministry event whether it is held on your parish grounds or elsewhere.

The official diocesan recommendation is that you must evaluate this ratio for each event based on the level of ‘risk’ for that event, however there must ALWAYS be a *minimum* of two cleared and trained adults at any gathering.

For instance, if you are on church grounds and in a secure area of the building where no one will be accessing the area except for cleared volunteers who will be working with you, the risk will be lower than if you were in a public access area with non-cleared adults coming and going constantly through or near your area. Other things to consider for on-campus events might be:

- Will you be splitting the group into smaller groups which might be meeting separately for a period of time in different areas?
- Are restrooms accessible only to your group or are they open to the public at the same time you are meeting?
- Will you be moving the group outside for part of the time to a playground or volleyball area?
- Do you need to be able to monitor the parking lot for teens who will be driving their own vehicles?
- Will there be a set time for beginning and ending the activity or will it be a come-and-go type of event?

All of these things would affect how many cleared adults you might need to cover different areas, groups or times.

For off-campus events, the risk would generally be considered higher and therefore a higher adult to youth ratio would be necessary. (A ratio of 2 adults to 10 youth is considered 'higher' than a ratio of 2 adults to 20 youth.) Some things to consider would be:

- What type of transportation would be used to get to the event, personal vehicles, charter bus, or other means?
- A weekend hike in the wilderness might actually require a lower ratio than handing out bag lunches to homeless people in an inner-city setting.
- What is the possibility that a young person might get sick or injured and need to be transported away from the group to a medical facility? Is your ratio enough that adults could be used to transport the youth and still have enough to cover the rest of the group?
- In general, overnight activities involve higher risk than day-camp events.

Additionally, we recommend that adult chaperones be at least 21 years of age. Your leadership team may include trained and cleared young adults between the ages of 18 and 21, but it is not recommended that they be counted in your adult to youth ratio. Instead, young adults 18-21 would be considered 'chaperones-in-training' and given adult tasks and responsibilities that are within their capabilities based on their levels of maturity and experience. If you have any question about this, it is always prudent to include your pastor and/or safety officer in the discussion and decision making process.

Always remember, the goal is to provide a 'safe environment' for all the young people whenever they are in your care. Look at the times and areas where there might be a risk to that and make sure you have enough adult coverage to minimize that risk, with a minimum of two cleared adults with any youth at any time.

### **Overnight Accommodations**

In general, there should never be mixed gender gatherings in sleeping areas. Whether you are camping in tents, using a retreat house, or hotel rooms, boys should never be in the girls sleeping area and vice versa. It is also wise to restrict any social gatherings to appropriate common areas.

While adults have supervision responsibilities, they should also observe restrictions about being in the sleeping areas of the opposite gender. With the exception of large dormitory sleeping accommodations (at camps or pilgrimages), adults and youth should never room or tent together. - Adapted by NFCYM

## **Pastoral Care**

The youth minister and other adult leaders often find themselves in the role of counselors for youth. Many of the situations that are surfaced are simply the normal struggles of adolescent growth, but at times you may be confronted with crisis issues which may be life threatening to the young person. The way in which you respond and what you say may have potential legal implications of which you should be aware.

First, we are not professional counselors. Our role is limited to compassionate listening and spiritual counsel. Anyone needing professional help should be referred. It is important that the young people we work with understand the nature and scope of our role and the assistance we have to offer. Whenever you meet with a young person in a “one on one” situation, it is important to do so in a place where you are not too isolated and where you are visible to others. Leave the door to your office open a bit. Make sure someone sees and knows when the young person arrives and leaves. Doing this will help protect you from any accusations of sexual misconduct while with a young person.

In the event that a young person is left at an activity (on-site or off-site) and an adult is to provide a ride home, it is appropriate that someone else be aware (pastor, youth minister, DRE/CRE). Let the other person know when you are leaving and when the young person arrives home. Parent/guardian should also be contacted.

Be aware of the warning signals for alcoholism and drug dependency, eating disorders, depression and suicide. Refer youth to a trained counselor if you are counseling someone dealing with one of these crisis issues or you are asked to intervene in a situation where one of these is occurring. (Consult the Section on Youth Ministry Preparation for warning signals.)

## **Confidentiality**

Young people must be sure that anything that they share with any adult will be held in confidence and that a breach in this confidence can be of great harm. The only exceptions are when:

- The risk of danger to the youth or another person that is reasonably foreseeable by the adult; e.g., suicide threats, death threats, illegal acts.
- The story shared is one of child abuse. All child abuse cases must be reported. Any person who believes a child has been or will be abused must report.

## **Child Abuse or Misconduct**

Please go to [Diocesan Safe Environment Program](#) for information about reporting procedures.

In conclusion, these safety and liability guidelines are meant to assist adults in the parish who work with young people. They should be shared and discussed with all adults in the parish who are involved in any way with young people.

# How Safe Is Your Youth Ministry?

## Volunteer Leaders

Yes	No	Sometimes	
0	0	0	Have my volunteer leaders gone through an application and acceptance process (that includes written application, reference forms, background checks, and interviews)?
0	0	0	Have my volunteer leaders been screened for any prior criminal sexual, or physical abuse accusations or violations?
0	0	0	Have my volunteer leaders been trained for the job I have asked them to do?
0	0	0	Have I trained volunteers in general safety procedures, and do I discuss specific safety procedures with them prior to an activity or event?
0	0	0	Do my volunteers understand and practice our prescribed standard of “safe conduct” with students to avoid any suspicion of sexual misconduct?
0	0	0	Do my volunteers know their specific jobs at the events they attend?
0	0	0	Do I have an appropriate adult-student ratio at every event?

## Student Information

Yes	No	Sometimes	
0	0	0	Do I have a permission/release form and medical form signed by parent(s) for each participating student?
0	0	0	Do I have current phone numbers so I can contact parents in case of emergency?
0	0	0	Are parents fully informed (in writing) about the activities in which their children will be involved?
0	0	0	If I have to take any student to the hospital, am I prepared to answer questions I will be asked about personal information, medical information, and insurance?

## First Aid and Emergency Response

Yes	No	Sometimes	
0	0	0	Are members of my youth ministry team trained in a certified first aid course?
0	0	0	Is a person trained in first aid present at all of our youth activities and trips?
0	0	0	Is our first aid kit adequately stocked and available at all of our youth activities and trips?
0	0	0	Do I carry with me phone numbers of people who should be contacted in the case of an emergency (ambulance, police, ministry supervisor, parents)?

## Drivers and Vehicles

Yes	No	Sometimes	
0	0	0	Do we have a written policy regarding driving standards and who is allowed to drive for all the activities and trips?
0	0	0	Do we only use drivers who are qualified and responsible?
0	0	0	Do we prohibit students from driving other students to our activities?
0	0	0	Do we require the use of seat belts at all times?
0	0	0	Do we regularly check for safety the vehicles we use, including fluids, brakes, tires, and the like?

## Planning and Preparedness

Yes	No	Sometimes	
0	0	0	Do we have a clear written set of basic safety rules for the activities of our youth ministry?
0	0	0	Do we have sufficient insurance coverage for both leaders and kids in our youth ministry?
0	0	0	While preparing for an event, do I inspect the physical facilities or location and look for any safety hazards?
0	0	0	To prepare for an event, do I walk through the proposed activities to anticipate what risks are involved?
0	0	0	Do I think through a worst-case scenario to identify potential problems and to plan responses to these problems?
0	0	0	When an activity seems dangerous, do I have the wisdom and courage to stop it regardless of the reaction of the students involved?

**Analysis:** Each “no” or “sometimes” answer needs your attention. Review these questions and answers with your supervisors and your volunteer staff. Then decide together what you can do to improve the protection you provide for the students in your youth ministry.