

| PHYSICAL SPACES – Visibility, Security, Access | Yes | No | Not Sure | Comments |
|--|------------|-----------|-----------------|-----------------|
| 1. Are there windows on all doors, or an open-door policy, when teachers or other members are interacting with children or teens? | | | | |
| 2. Do staff and volunteers understand that all activities with children and teens must be observable and interruptible? | | | | |
| 3. Is the "rule of three" understood and abided by, so that two children are never left unsupervised and one adult is never alone with one child? This includes on site but also adults transporting children and youth. | | | | |
| 4. Is there adequate lighting in all (a) rooms and interior hallways and (b) outdoor walkways or areas accessible to youth? | | | | |
| 5. Are all isolated areas closed, locked and secured? Examples: basements, unused rooms, storage areas, boiler/HVAC rooms, unused stairwells, or other buildings on the grounds? | | | | |
| 6. Are youth informed that these isolated areas are off limits for them? | | | | |
| 7. Are keys to off-limit locations and spaces kept in a secure place where youth do not have access? | | | | |
| 8. If appropriate, are there mirrors or operating cameras in less frequented areas both inside and outside the facility? | | | | |
| 9. Has your organization ever conducted a formal survey of your facility to reduce opportunities for sexual abuse to occur? | | | | |
| 10. Do procedures exist for monitoring entry and exiting of visitors? (Doorkeeper type supervision). | | | | |
| 11. If appropriate, is there a policy that defines when parents can drop in to observe activities? | | | | |
| 12. Do procedures ensure that children and youth are monitored during transitions from one activity to another? | | | | |
| 13. Are all entrances and exits supervised (if not locked at all times)? | | | | |
| 14. Is there an emergency phone accessible to staff, children and youth? | | | | |
| 15. If computers are available to youth, are such located in an area observable by adult members? | | | | |

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| 16. On any computers and Wi-Fi networks available to youth, is there filtering/blocking software to prevent access to inappropriate content? | | | | |
| 17. If Wi-Fi networks are available to youth, are they password-protected to protect the security of personal information? | | | | |

This **Physical Spaces Assessment Tool** is designed to guide Christadelphian ecclesias to explore and consider various questions and strategies needed to create a safer space for children and adolescents. The goal is to reduce the risks and opportunities inherent in any facility or program that serves children and teens.

This assessment may be conducted using a small team. An example would be for the Child Protection Coordinator, an interested parent and a Sunday school teacher to join for the assessment.

If you find that you have answered “yes” to all or many of the questions, congratulations! Celebrate what you have already accomplished and the protections you have already in place.

If you answered “no” to some questions, gaps in safety can then be shared with leadership and corrective measures identified and scheduled.



Ecclesia Name:

Date of Survey:

Team members conducting: