KTA+ INSTITUTE

For churches, co-ops and microschools
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A FREE RESOURCE FROM KTA+ INSTITUTE

Educator Screening Checklist for Churches

What to check before you trust someone with children's learning.

1. **Safety first:** checks before any contact with children
2. **Faith and worldview:** do they share your church's foundations?
3. **Interview:** how do they think about learners and learning?
4. **See them teach:** what do they actually do in front of children?
5. **Decide and review:** start with a trial, then keep checking in

Safety comes first.

No one joins a class, even to observe, until Step 1 is complete.

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BEFORE YOU BEGIN

How to use this checklist

Work through the five steps in order, and don't skip ahead. **Safety comes first:** no one joins a class, even to observe, until Step 1 is complete.

1
Safety first
checks before any contact with children

2
Faith and worldview
do they share your church's foundations?

3
Interview
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4
See them teach
what do they actually do in front of children?

5
Decide and review
start with a trial, then keep checking in

Use it for lead educators, regular helpers and volunteers alike. Keep a copy of the completed checklist for each person on file, stored securely.

Record for this person

NAME

ROLE (LEAD EDUCATOR, HELPER OR VOLUNTEER)

DATE STARTED

LEADERS RESPONSIBLE

This checklist isn't legal advice. Background-check and child-safety requirements differ by US state and by Australian state or territory. Check them with your denomination, insurer or a lawyer.

STEP 1 OF 5

Safety first

Complete every item before the person has any contact with children, including sitting in on a class.

Every item, before any contact

- [ ] Background check completed and current (US: a criminal background check, plus any state requirement; Australia: a Working with Children Check or the local equivalent)
- [ ] Photo ID checked and matched to the background check
- [ ] At least two references contacted by phone, including one from a church leader and one from someone who has seen them work with children
- [ ] Read and signed your church's child safety policy
- [ ] Completed child safety training (your denomination's, or another recognised course)
- [ ] Agreed to your two-adult rule: no adult alone with a child, in person or online
- [ ] Agreed to your online rules for live sessions and messaging families (church accounts only, no private messages to children)
- [ ] Knows how to report a concern, and to whom

Red flags that stop the process: a gap or refusal in background checks, references who hesitate or won't speak plainly, pushing back on the two-adult rule, or wanting private contact with children.

Step 1 complete Checked by _____ Date _____

STEP 2 OF 5

Faith and worldview alignment

Your educator will disciple children through every lesson, so their worldview matters as much as their skills.

Check each one

- [ ] Has read your church's statement of faith and confirms they agree with it
- [ ] Is an active member of a local church, confirmed by their pastor or a church leader
- [ ] Can explain the gospel simply, in their own words
- [ ] Can describe how their faith shapes the way they teach, not only what they teach
- [ ] Has taken the free KTA+ Institute Formation Finder and is willing to talk through their profile with you: ktaplusinstitute.org/formation-finder

About the Formation Finder. It's a free, 3–5 minute reflection on 12 real classroom scenarios. It helps an educator see how their worldview shapes their teaching. It's a conversation starter, not a test or a faith score, so use it to talk, not to rank people.

NOTES

Step 2 complete Checked by _____ Date _____

STEP 3 OF 5

Interview questions

Ask for stories, not opinions. “Tell me about a time...” shows you what someone actually does.

Area	Question	Listen for
Calling	Why do you want to teach children in a church setting?	A sense of ministry, not just a job
Worldview	What does it mean to you that “no education is neutral”?	Can name what the culture teaches and the biblical answer
Discipleship	Tell me about a time a child's question became a chance to talk about God.	Natural, unforced faith in everyday moments
Responding	Tell me about a time a child kept getting something wrong. What did you do?	Patience, curiosity about the cause, grace and truth together
Behaviour	A child is disrupting the group. Walk me through what you'd do.	Calm, relational, protects the group and the child's dignity
Hard topics	A learner meets an idea in a book that contradicts Scripture. How do you handle it?	Helps them think it through, doesn't avoid it or just hand over an answer
Families	How would you work with a parent who disagrees with how you teach?	Sees parents as partners, listens first
Growth	What's one thing you're working on as an educator right now?	Honest, teachable
Safety	What would you do if a child told you something that worried you?	Knows to report it, doesn't promise secrecy

After the interview, have two people compare notes before moving to Step 4.

Step 3 complete Checked by _____ Date _____

STEP 4 OF 5

See them teach

Ask them to lead a 20–30 minute sample lesson with a small group, with at least two trusted adults present. Watch the children as much as the educator.

Look-fors

- [ ] **Notices** what's happening in a learner, not just whether the answer is right
- [ ] **Responds** to mistakes with patience, and asks before correcting (“What were you thinking there?”)
- [ ] **Connects** the topic to who God is and God's big picture, naturally, not tacked on at the end
- [ ] **Asks** real questions and gives children time to think
- [ ] **Includes** every child, including the quiet ones
- [ ] **Keeps** the group safe and on track without harshness
- [ ] **Children** are engaged, ask questions and seem at ease

Afterwards, ask the educator: “What went well? What would you change? What did you notice about the children?” Good educators reflect honestly.

These look-fors draw on Responsive Discipleship Learning™, the approach KTA+ Institute trains: notice what's happening in a learner, interpret it through God's Word, and act in a way that disciples.

Step 4 complete Checked by _____ Date _____

STEP 5 OF 5

Decide, start with a trial, keep reviewing

Decide together

At least two leaders should agree, with every box in Step 1 ticked. **If you're unsure, the answer is not yet.**

Start with a trial

Agree on a short trial period, such as two to four weeks, with a check-in at the end. Tell families who's leading and how to raise a concern.

Keep reviewing

- [ ] Short check-in with the educator every week for the first term
- [ ] Observe a session at least once a term
- [ ] Ask families for feedback each term
- [ ] Renew background checks before they expire
- [ ] Review this checklist with each educator every year

Decision Checked by _____ Date _____

A simpler path, from 2027

KTA+ Institute trains and Verifies educators who teach outside the system. Verified educators have completed a mentored pathway with their practice reviewed by a mentor, and their status is renewed every year. Your church still runs its own safety checks (Step 1) for anyone working with your children. A Verified educator gives you strong evidence for Steps 2 to 4.

Know someone in your church who'd make a great educator? The Founding Cohort is free and applications are open now: ktaplusinstitute.org/apply