# Forming a Safeguarding Team

Although the heads of organizations (including rectors, vicars, heads of school, college missioners, and the heads of other diocesan organizations) are responsible for making sure that Safeguarding policies are carried out in the organization, the head of organization may delegate most of the actual tasks to other individuals under the head's supervision. These individuals may be employees or volunteers. The Safeguarding Office recommends putting together a Safeguarding Team that includes the positions described below. One person may hold more than one position, depending on the size and needs of the organization. A large organization may need more than one person in one or more of the positions. The head of organization appoints individuals who are then trained by the Safeguarding Office to fill their positions on the Safeguarding Team. Because the Safeguarding Office communicates regularly with the Safeguarding Team, it's important to notify the Safeguarding Office of any changes in the membership or contact information. Safeguarding Administrative Appointment Form

The Safeguarding Team of an Organization typically includes:

**Head of the Organization**

- Responsible to Bishop Diocesan for Policy and Certification Compliance of the organization
- Establishes and nurtures a safe environment in the organization, including building and supporting a Safeguarding Team.
- Responsible for addressing Safeguarding violations in the organization

Information and Resources for the Heads of Organizations

**Safeguarding Coordinator**

- Maintains working knowledge of all Safeguarding policies and communicates with all members of the Safeguarding Team
- Communicates certification requirements broadly throughout the organization
- Regularly reviews Safeguarding certification and policy compliance of the organization
- Sees that organization has sufficient SRAs and Trainers to support certifications
- Notifies Safeguarding Office of changes to the Safeguarding Team.

Information and Resources for Safeguarding Coordinators

**Safeguarding Records Administrator (SRA)**

- Initiates all lay applications for certification in Safeguarding policies.
- Assists applicants in timely manner with the SRS certification process, including coordinating reference checks and interviews (reference checks and interviews may, when appropriate be assigned to a ministry leader to complete on behalf of the SRA)
- Receives and reviews Criminal Background Checks, knowing when to alert the head of organization to review the results
- Helps Safeguarding Coordinator with issue of certification compliance in the organization
- Communicates regularly with the Safeguarding Office to receive updates and ask questions

Because the SRA is the organization's primary interface with the electronic Safeguarding Records System (SRS) of the diocese, it is critical that the SRA be proficient in using a computer in an online setting. SRAs are also privy to confidential information, so they must have professional boundaries. The Safeguarding Office will provide specialized training and ongoing support.

Information and Resources for SRAs

**Trainer**

- Creates new training sessions in SRS
- Conducts trainings
- Uploads sign-out sheets to SRS promptly after training
- Maintains communication with all members of the Safeguarding Team
- Takes periodic Trainer Refresher courses offered online by the Safeguarding Office

A Trainer may be appointed to train one or more sets of Safeguarding policies. Although trainings are also conducted by members of the EDOT Wellness and Care Team, local Trainers can provide trainings on the organization's schedule and tailor them to organization's ministry setting. Trainers are trained by the Safeguarding Office and should possess good teaching and communication skills. Their role also requires competence in using a computer to access SRS.

Information and Resources for Trainers