

Draft Overview of Safeguarding Screening and Training (7.12.23)

SGC refers to *Safeguarding God's Children: Policies Protecting Children and Youth 2023*

SGP refers to *Safeguarding God's People: Safe Ministry with Adults 2023*

1. The Safeguarding Record Systems (SRS) of the diocese will be used to obtain, track, and retain all required documentation for screening and training, except as provided in the policies.
 - Screening and training for lay persons are managed by the Safeguarding Records Administrator (SRA) of the organization in which they serve.
 - Clergy screening and training are managed by the Safeguarding Office.
2. The screening and training for persons who volunteer or are employed in an organization depends upon the position or positions in which they serve. See *Safeguarding Requirements by Position*. Screening generally requires:
 - A personal interview
 - An online application and reference checks
 - A nationwide sex offender and criminal history background check in any state where the applicant has resided in the past seven years.
3. With very few exceptions, a person who is current in screening and training for a position in one organization of the diocese, is qualified to serve in the same position in another organization of the diocese without further screening or training.
4. Safeguarding requirements for screening are tracked separately from Safeguarding training requirements. For example, if a current background check is on file with SRS, and a person is invited into a new position in the organization or in another organization of the diocese, no additional screening will be required. A person may require additional training for a new position even though they are current in their screening requirements.
5. A background check must be renewed every five years to remain current in screening, but additional screening is otherwise not required unless the background check reveals new information, or unless screening expired 6 or more months previously.
6. All positions shown in *Safeguarding Requirements by Position* require Universal Training. Universal Training consists of three videos that are accessed and tracked online through SRS and Praesidium Academy. The three videos are *Safe Church, Safe Communities: Introduction and Theological Background*, *Safe Church, Safe Communities: Healthy Boundaries*, and *A Universal Review of EDOT Safeguarding Policies*. To complete Universal Training the first time, all three videos must be viewed. Thereafter, Universal Training must be renewed every 5 years by viewing *A Universal Review of EDOT Safeguarding Policies*.

7. Many positions also involve Specialized Training. Specialized Training consists in watching one or more videos online that are accessed through SRS and Praesidium Academy. For example, employee and volunteer staff positions require watching a video training called *Preventing Sexual Harassment in the Workplace*. Specialized Training requirements vary by position and must be renewed every 3 years.
8. Positions that involve working with children or youth, ministry to Vulnerable Adults, or ministering in Pastoral Relationships, require a Live Engagement training, either in person or on a virtual platform, to explore the application of the policies. Live Engagement training is scheduled through SRS.
9. Before being invited to complete an application in SRS for a position that involves working with or around children and youth, ministry with Vulnerable Adults, or Pastoral Relationships, a volunteer must be known by the leadership of the diocese or organization for at least six months. Any exception must be approved by the [Safeguarding Minister](#).
10. The Safeguarding thresholds for working with or around children or youth, in a ministry with Vulnerable Adults (see SGP policies), or to minister in a Pastoral Relationship (see SGP policies) are described below. Any exceptions to these requirements must be approved by the Safeguarding Office.
 - a. No volunteer or employee will be allowed to work regularly with or around children or youth, engage in a ministry with Vulnerable Adults, or minister in a Pastoral Relationship until all screening requirements for the person's position(s) have been completed and approved in SRS or under an Independent Screening Agreement, except for a Parent Volunteer (see SGC policies).
 - b. For the volunteer or employee to be allowed to continue working in the above capacity, the screening and training requirements must be completed within 45 days from when they were initiated.
 - c. With respect to working with or around children or youth, no person may serve as a Qualified Adult for purposes of the Two Adults Rule, the Responsible Person, etc., (see SGC policies) unless all screening and training requirements are current in SRS.
11. No person who is known to have a civil or criminal conviction or record of child abuse, or who has admitted to the sexual abuse of a child or youth, may be employed or permitted to volunteer to work with or around children or youth in the diocese.