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 is encouraged to 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.

The members of an organization's Safeguarding Team and their roles typically include:

Head of the Organization
- Is responsible to Bishop Diocesan for policy compliance of the organization, including screening and training of volunteers and employees
- Establishes and nurtures a safe environment in the organization, including modeling the policies and building and supporting a Safeguarding Team
- Is responsible for addressing Safeguarding violations in the organization
- See Information and Resources for the Head of Organization

Safeguarding Coordinator
- Maintains working knowledge of all Safeguarding policies and communicates with all members of the Safeguarding Team
- Communicates screening and training requirements broadly throughout the organization
- Regularly reviews Safeguarding policy compliance of the organization, including the screening and training of employees and volunteers
- Monitors sufficiency of SRAs and Trainers to support screening and training in organization
- Notifies Safeguarding Office of changes to the Safeguarding Team
- See Safeguarding Resources for Coordinators and SRAs

Safeguarding Records Administrator (SRA)
- Initiates all lay applications for screening and/or training through the electronic Safeguarding Records System (SRS)

- Assists applicants in timely manner with the screening and training process, including coordinating reference checks and interviews (which may be assigned to a ministry leader), trouble
- Receives and reviews Criminal Background Checks, alerting the Head of Organization to review the results, when appropriate.
- Helps Safeguarding Coordinator with screening and training compliance
- Communicates regularly with the Safeguarding Office to receive updates and ask questions
- See Safeguarding Resources for Coordinators and SRAs

Notes:

Because the SRA is the organization's primary interface with SRS, the electronic Safeguarding tracking system of the diocese, and with Praesidium Academy, the online repository of Safeguarding training materials the SRA must be proficient in using web-based technology.

SRAs are privy to confidential information, so they must have excellent professional boundaries.

The Safeguarding Office will provide specialized training and ongoing support.

Trainer

- Creates new Live Engagement training sessions in SRS
- Conducts Live Engagement trainings, using approved materials
- Uploads sign-out sheets to SRS promptly after training
- Maintains familiarity with all Universal Training and Specialized Training videos that inform the content of the Live Engagement trainings
- Cultivates knowledge of SGP and SGC policies and their application in the context of the organization
- Maintains communication with all members of the Safeguarding Team
- Takes periodic Trainer Refresher courses offered online by the Safeguarding Office
- See Information and Resources for Trainers

Notes:

Although Live Engagement trainings are also conducted by members of the EDOT Wellness and Care Team, an organization benefits from having a local Trainer to accommodate the organization's schedule and tailor discussions to an organization's ministry setting.

Trainers are trained by the Safeguarding Office and should possess good teaching and communication skills.

The Trainer's role also requires competence in using web-based technology in order to access SRS.