

SAFEGUARDING BY POSITION

The level of screening and training required of volunteer or employee in an organization depends on the position held by such person in the organization and the ministry or work performed by such person. For details on the training assigned to the categories of positions described below, see *Help Sheet: Safeguarding Training by Position*. Screening and training requires renewal every 5 years.

The categories of positions are:

1. Head of/Supervisor/SRA/SC/Trainer

- Includes all Heads of Organizations, anyone who supervises another adult, and lay members of a Safeguarding Team (Safeguarding Record Administrators, Safeguarding Coordinators, and Safeguarding Trainers).
- Requires full screening in SRS or under an Independent Screening Agreement
- Initial training includes 6 video courses and a Live Engagement training.

2. Administrator/Facilities/Security (Non-Supervisory)

- Includes people who do administrative work or who work as facilities staff or security staff but do not either supervise another adult or directly interact with children, youth, or vulnerable adults.
- Require full screening in SRS or under an Independent Screening Agreement
- Initial training includes 5 video courses.

3. Lay Minister/Teacher/Coach/Counselor

- Anyone whose ministry or job involves directly interacting with children, youth, or vulnerable adults but who do not supervise other adults.
- Includes vendors who provide programs for children, youth, or vulnerable adults on behalf of the organization.
- Includes people whose job description may fall under category 2, but who, in practice, are often called upon to interact with children, youth, or vulnerable adults.
- Requires full screening in SRS or under an Independent Screening Agreement
- Initial training includes 5 video courses and a Life Engagement training.

4. Governance—Vestry, Bishop's Committee, Board

- Includes all decision-makers (as defined in the Safeguarding God's People Policies, Section I, D), other than the Wardens of a congregation.
- Requires no screening
- Initial training includes 5 video courses

5. Warden

- Includes Senior Wardens, Junior Wardens, and Bishop's Wardens
- Requires full screening in SRS

- Initial training includes 5 video courses and a Live Engagement Training

6. Treasurer

- Requires full screening in SRS or under an Independent Screening Agreement
- Initial training includes 3 video courses

7. Vendor/Contractor (Recurrent Presence but No Direct Interaction)

- Includes people contracted to perform services that do not involve working with children and youth or vulnerable adults but who have a regular presence at the organization that may bring them into contact with children or youth.
- Screening as needed (depends upon nature and duration of work)
- Requires only 1 video course review of EDOT policies or, with approval of the Safeguarding Office, a specialized policy review appropriate to the position.

8. Key Holder

- Includes people who have keys to buildings or spaces where children or youth may be present and under-supervised.
- Requires a background check
- Initial training requires 2 video courses

9. Clergy, Clergy Student

- Includes members of the clergy and people who are preparing for ordination
- Requires special screening under an Independent Screening Agreement with the Diocese
- Initial training requires 8 video courses and a Clergy Live Engagement training.

10. Safeguarding Office Approved (SOA)

- Reserved for special situations
- Screening requirements will vary
- Training requirements will vary

In addition to the above categories, there are “add-ons,” the most important of which are:

1. All lay employees and volunteers who serve in staff positions must take a video course on Preventing Sexual Harassment, in addition to the video courses otherwise assigned to their position.
2. All lay volunteers or employees who work with vulnerable adults must take a video course on Pastoral Relationships, in addition to the other video courses assigned to their category.
3. All Safeguarding Trainers must take a video course on Pastoral Relationships, in addition to the video courses assigned to their category.

A person who moves from one position into another position may require additional screening and/or training.