

Help Sheet

Safeguarding Training by Position

Persons who wish to be qualified in Safeguarding for a particular position in an organization will be assigned video courses appropriate to that position. All required video courses must be accessed through Praesidium Academy*, and may be taken in English or Spanish. Instructions for accessing the required videos will be delivered to learners by email.

Depending upon their position, they may also be required to take a live Universal Engagement Training (UET) after all video courses have been completed. When UET is required, Safeguarding Applicants will receive an email invitation to sign up for a UET event, either in-person or virtual.

All Safeguarding training for a position **must be renewed every five (5) years**.

***Note regarding Praesidium Academy:** The Praesidium Academy course library contains many other online courses, in addition to the courses required by policy. The Safeguarding Office has recommended some of these additional videos for certain positions. Recommended courses are **not required** to meet Safeguarding qualifications, and the **Safeguarding Records System (SRS) does not track the completion of these videos or count them toward training requirements**, even if an organization chooses to require an employee or volunteer to take a recommended video course(s).

Training Requirements by Position

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

Universal Engagement Training: Required, renewal every 5 years

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Safe Church, Safe Communities Specialty Training: Power and Relationships
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

Required Add-Ons:

- ☐ **For Trainers:** Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- ☐ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas
- ☐ **For Ministry with Vulnerable Adults:** Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- ☐ **For Governance:** Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

Videos required for renewal (every 5 years):

- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ **Add-On for Employees and Volunteers Who Serve in Staff Positions and for Trainers:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

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Recommended video courses (not required):

- ☐ Recognizing Abuse and Exploitation in Elder Serving Programs
- ☐ Preventing Sexual Activity Among Young Children
- ☐ Preventing Sexual Activity Among Adolescents
- ☐ Preventing Bullying (Generic-Youth Org)
- ☐ Keeping Your School Safe
- ☐ Keeping Your Camp Safe
- ☐ Keeping Your Church Safe
- ☐ Social Media Safety

2. Administrator/Facilities/Security (non-supervisory)

Universal Engagement Training: NOT required

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Safeguarding Your Community: A Universal Review of the Episcopal Diocese of Texas Safeguarding Policies

Required Add-Ons:

- ☐ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas
- ☐ **For Direct Ministry to Vulnerable Adults:** Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- ☐ **For Supervisory:** Safe Church, Safe Communities Specialty Training: Power and Relationships
- ☐ **For Governance:** Safe Church, Safe Communities Specialty Training: Power and Relationships

Videos required for renewal (every 5 years):

- ☐ Safeguarding Your Community: A Universal Review of the Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ **Add-On for Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

3. Lay Minister/Teacher/Coach/Counselor (non-supervisory, including vendors in these roles)

Universal Engagement Training: Required, renewal every 5 years

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

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Required Add-Ons:

- ❑ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas
- ❑ **For Ministry with Vulnerable Adults:** Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- ❑ **For Supervisory:** Safe Church, Safe Communities Specialty Training: Power and Relationships
- ❑ **For Governance:** Safe Church, Safe Communities Specialty Training: Power and Relationships

Videos required for renewal (every 5 years):

- ❑ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ❑ Safe Church, Safe Communities Specialty Training: Bullying
- ❑ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ❑ **Add-On for Direct Ministry to Vulnerable Adults:** Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- ❑ **Add-On for Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

Recommended video courses (not required):

- ❑ Recognizing Abuse and Exploitation in Elder Serving Programs
- ❑ Preventing Sexual Activity Among Young Children
- ❑ Preventing Sexual Activity Among Adolescents
- ❑ Preventing Bullying (Generic-Youth Org)
- ❑ Keeping Your School Safe
- ❑ Keeping Your Camp Safe
- ❑ Keeping Your Church Safe
- ❑ Social Media Safety

4. Licensed Lay Eucharistic Visitor (LEV)

Universal Engagement Training: Required, renewal every 5 years

Videos required for initial training:

- ❑ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ❑ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ❑ Safe Church, Safe Communities Specialty Training: Bullying
- ❑ Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- ❑ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ❑ Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

Required Add-Ons:

- ❑ **For Supervisory:** Safe Church, Safe Communities Specialty Power and Relationships
- ❑ **For Governance:** Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

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5. Licensed Lay Eucharistic Minister (LEM), Daily Office Leader and Proclamation of the Word *(no longer required in SRS)*

Note: Persons serving in roles that fall under another category should complete the Safeguarding requirements for that position in SRS.

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

Universal Engagement Training: NOT required (*Except for Wardens; see below*)

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safe Church, Safe Communities Specialty Power and Relationships
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safeguarding Your Community: A Review of the Episcopal Diocese of Texas Policies for Vestries, Bishop's Committees and Governing Boards

Required Add-Ons:

- ☐ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

Videos required for renewal (every 5 years):

- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safeguarding Your Community: A Review of the Episcopal Diocese of Texas Policies for Vestries, Bishop's Committees and Governing Boards

Recommended video courses (not required):

- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying

7. Warden

Universal Engagement Training: Required, renewal every 5 years

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safe Church, Safe Communities Specialty Training: Power and Relationships
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

Required Add-Ons

- ☐ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

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Videos required for renewal (every 5 years):

- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards
- ☐ Safe Church, Safe Communities Specialty Training: Power and Relationships

Recommended video courses (not required):

- ☐ Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect

8. Treasurer

Universal Engagement Training: NOT required

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

Required Add-Ons:

- ☐ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas
- ☐ **For Supervisory:** Safe Church, Safe Communities Specialty Power and Relationships
- ☐ **For Governance:** Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

Videos required for renewal (every 5 years):

- ☐ Safe Church, Safe Communities Specialty Training: Power and Relationships
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

Recommended video courses (not required):

- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Safe Church, Safe Communities Specialty Power and Relationships

9. Vendor/Contractor (recurrent presence but no direct interaction)

Universal Engagement Training: NOT required

Videos required for initial training:

- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- OR -
- ☐ Special Live Policy Review (with consent of Safeguarding Office)

Videos required for renewal (every 5 years):

- Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- OR -
- Special Live Policy Review (with consent of Safeguarding Office)

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10. Key Holder

Note to SRA: When starting the SRS process, select “Yes” for “Is this screening for recertification?” to avoid full screening process

Universal Engagement Training: NOT required

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

Required Add-Ons

- ☐ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

Videos required for renewal (every 5 years):

- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

Recommended video courses (not required):

- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect

11. Clergy, Clergy Student, Lay Chaplain, Lay Area Missioner (contact the Safeguarding Office for SRA support)

Universal Engagement Training for Clergy: Required, renewal every 5 years

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

Videos required for renewal (every 5 years):

- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas
- ☐ Safe Church, Safe Communities Specialty Training: Power and Relationships
- ☐ Safe Church, Safe Communities Specialty Training: Pastoral Relationships

Recommended video courses (not required):

- ☐ Recognizing Abuse and Exploitation in Elder Serving Programs
- ☐ Keeping Your Church Safe
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect (for renewal)
- ☐ Safe Church, Safe Communities Specialty Training: Bullying (for renewal)

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12.Camp Allen Summer Staff

Universal Engagement Training: Required, renewal every 5 years

Videos required for initial training:

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Keeping Your Camp Safe
- ☐ Preventing Sexual Activity Among Young Children
- ☐ Preventing Sexual Activity Among Adolescents

Required Add-Ons:

- ☐ **For Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

Online videos required for renewal

- ☐ Safe Church, Safe Communities Universal Training: Introduction & Theological Background
- ☐ Safe Church, Safe Communities Universal Training: Healthy Boundaries
- ☐ Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- ☐ Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- ☐ Safe Church, Safe Communities Specialty Training: Bullying
- ☐ Keeping Your Camp Safe
- ☐ Preventing Sexual Activity Among Young Children
- ☐ Preventing Sexual Activity Among Adolescents
- ☐ **Add-On for Employees and Volunteers Who Serve in Staff Positions:** Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

13.Safeguarding Office Assigned (SOA)

Training as assigned by the Safeguarding Office