HELP SHEET: SAFEGUARDING TRAINING BY POSITION

Persons who wish to be qualified in Safeguarding for a particular position in an organization will be assigned online modules appropriate to that position. Depending upon their position, they may also be required to take a live Universal Engagement training.

- All required online modules used for Safeguarding training are posted on the Praesidium Academy website. These online modules may be taken in Spanish or English. All Safeguarding applicants who are approved for training will receive an email with instructions for accessing the required modules.
- Universal Engagement training, when required, must be taken either in-person or on Zoom after all required online modules have been completed. When required, Safeguarding Applicants will receive an email invitation to sign up for Universal Engagement training.
- Safeguarding training for a position must be renewed every five (5) years, but fewer online modules are generally required for renewal.

In addition to the assigned online modules, Praesidium Academy hosts many other online modules. The Safeguarding Office has recommended some of these additional modules by position. The recommended modules are **not required** to meet Safeguarding qualifications, and the **Safeguarding Records System (SRS) does not track the completion of these modules or count them toward training requirements**, even if an organization chooses to require an employee or volunteer to take a recommended online module.

Below are the training requirements by position, along with renewal requirements, and a list of recommended online modules for additional training.

1. **Lay Head of/Supervisor/SRA/Coordinator/Trainer**
   Universal Engagement Training Required (every 5 years)
   Online Modules Required for Initial Training
   - Safe Church, Safe Communities Universal Training: Introduction and 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: Power and Relationships
   - Safe Church, Safe Communities Specialty Training: Bullying
   - Safe Church, Safe Communities Specialty Training: Abuse and Neglect
   - *Add-On for Trainers:* 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 Episcopal Diocese of Texas

   Online Modules 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 Employees and Volunteers Who Serve in Staff Positions and for Trainers:* Safeguarding Your Community: Preventing Sexual Harassment in the Workplace in the Episcopal Diocese of Texas

Recommended Online Modules (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)**
   No Universal Engagement Training Required
   Online Modules Required for Initial Training
   - Safe Church, Safe Communities Universal Training: Introduction and 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: Bullying
   - Safe Church, Safe Communities Specialty Training: Abuse and Neglect
   - *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

   Online Modules 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 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 Online Modules (not required)
   > None

3. **Lay Minister/Teacher/Coach/Counselor (Non-Supervisory, including Vendors in these Roles)**
   Universal Engagement Training Required (every 5 years)
   Online Modules Required for Initial Training
   - Safe Church, Safe Communities Universal Training: Introduction and 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: Bullying
   - Safe Church, Safe Communities Specialty Training: Abuse and Neglect
   - *Add-On for Persons Who Minister 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

Online Modules 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 Persons Who Minister 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 Online Modules (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. **Governance—Vestry, Bishop's Committee, Board (other than Wardens)**
   No Universal Engagement Required
   Online Modules Required for Initial Training
   - Safe Church, Safe Communities Universal Training: Introduction and 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 Power in Relationships
   - Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

   Online Modules 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

   Recommended Online Modules (not required)
   - Safe Church, Safe Communities Specialty Training: Bullying
   - Safe Church, Safe Communities Specialty Training: Abuse and Neglect

5. **Warden**
   Universal Engagement Training Required (every 5 years)

Online Modules Required for Initial Training
- Safe Church, Safe Communities Universal Training: Introduction and 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 Power in Relationships
- Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

Online Modules Required for Renewal (every 5 years)
- Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies
- Safe Church, Safe Communities Specialty Power in Relationships
- Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

Recommended Online Modules (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
- Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

6. **Treasurer**

   No Universal Engagement Required
   Online Modules Required for Initial Training
   - Safe Church, Safe Communities Universal Training: Introduction and Theological Background
   - Safe Church, Safe Communities Universal Training: Healthy Boundaries
   - Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

   Online Modules Required for Renewal (every 5 years)
   - Safe Church, Safe Communities Specialty Power in Relationships
   - Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

   Recommended Online Modules (not required)
   - Safe Church, Safe Communities Specialty Training: Bullying
   - Safe Church, Safe Communities Specialty Power in Relationships

7. **Vendor/Contractor (Recurrent, No Direct Interaction)**
   No Universal Engagement Required
   Requirement for Initial Training
   - Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies **OR** (with permission of Safeguarding Office)
   - Special Live Policy Review

   Requirement for Renewal (every 5 years)

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

Recommended Online Modules

None

8. **Key Holder**

No Universal Engagement Required

Online Modules 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

Online Modules Required for Renewal (every 5 years)

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

Recommended Online Modules (not required)

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

9. **Clergy, Clergy Student**

Clergy Universal Engagement Required (every 5 years)

Online Modules Required

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

Online Modules 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: Power in Relationships
- Safe Church, Safe Communities: Pastoral Relationships
- Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

Recommended Online Modules (not required)

- Recognizing Abuse and Exploitation in Elder Serving Programs
- Keeping Your Church Safe

10. Camp Allen Summer Staff
Universal Engagement Required
Online Modules Required
- Safe Church, Safe Communities Universal Training: Introduction and 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: Bullying
- Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- 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

Online Modules Required for Renewal
- Safe Church, Safe Communities Universal Training: Introduction and 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: Bullying
- Safe Church, Safe Communities Specialty Training: Abuse and Neglect
- 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

Recommended Online Modules (not required)
- None

11. Safeguarding Office Assigned
Training As Assigned by Safeguarding Office with consent of Safeguarding Minister