ORGANIZATIONAL SAFEGUARDING TEAM

Although Heads of Organizations (including all lay and ordained heads of churches, worshipping communities, schools and other diocesan organizations) are ultimately responsible for ensuring that Safeguarding policies are implemented in the organization, the Head of Organization (HOO) is encouraged to delegate most of the actual tasks to other individuals under the HOO's supervision. These individuals may be employees or volunteers.

The Safeguarding Office recommends establishing a Safeguarding Team in your organization comprised of multiple individuals who are assigned responsibilities for the roles described below. One person may be assigned the responsibilities of more than one role, depending on the size and needs of the organization. In large organizations, the responsibilities and tasks of any one role may need to be distributed amongst multiple people.

The HOO is responsible for appointing individuals to the Safeguarding Team to become **trained by the Safeguarding Office** to fulfill the duties of their role. The Safeguarding Office communicates regularly with Safeguarding Team members for training, support and to communicate changes in policy and procedure. Therefore, it is important to promptly notify the Safeguarding Office of any changes in the membership and/or contact information.

Notify the Safeguarding Office of appointments and/or changes to your Safeguarding Team: https://edotformation.formstack.com/forms/sgadmin_changenotice

Safeguarding Team Roles

In a given context, one person may hold more than one of these roles, and/or multiple people might share the responsibilities of any given role.

Head of Organization (rector, vicar, director, president, etc.)

Resources: Information and Resources for the Head of Organization

- Responsible to the Bishop of Texas for policy compliance of the organization, including screening and training of volunteers and employees
- Establish and nurture a safe environment in the organization, including modeling the policies and building and supporting a Safeguarding Team
- Responsible for addressing Safeguarding violations in the organization

Safeguarding Coordinator

Resources: Safeguarding Resources for Coordinators and SRAs

- Maintain working knowledge of all Safeguarding Policies and communicate with all members of Safeguarding Team
- Broadly and regularly communicate screening and training requirements throughout the organization
- Review the organization's compliance with Safeguarding policy, including the screening and training of employees and volunteers
- Monitor the Safeguarding Team's capacity to sufficiently support screening and training requirements within the organization
- Notify the Safeguarding Office of changes to the Safeguarding Team

Safeguarding Records Administrator (SRA)

Resources: Safeguarding Resources for Coordinators and SRAs

- Initiate all lay applications for screening and/or training through the electronic Safeguarding Records System (SRS)[1]
- Assist applicants with the screening and training process in a timely manner, including coordinating interviews and reference checks (***note:*** interviews and reference checks may be delegated to a ministry leader)
    - Troubleshoot processes in SRS with support from the Safeguarding Office
- Receive and review Criminal Background Checks; alert the Head of Organization to review the results when appropriate[2]
- Report screening and training compliance data to Safeguarding Coordinator
- Communicate regularly with the Safeguarding Office[3] to receive updates with regards to policies, procedures and technological systems

[1] Because screening and training requirements are fulfilled and recorded in SRS and the online Praesidium Academy, the SRA must be proficient in using web-based technology.

[2] SRAs are privy to confidential information, so they must have excellent professional boundaries and demonstrate an ability to protect sensitive information.

[3] The Safeguarding Office will provide specialized training and ongoing support.

Trainer

Resources: Information and Resources for Trainers

Although Live Engagement trainings are also conducted by members of the diocesan 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.

- Obtain training from the Safeguarding Office to receive authorization to access SRS, training materials and lead Live Engagement trainings[1]
- Maintain familiarity with diocesan safeguarding policies and all training materials, including Universal and Specialized training videos provided by Praesidium Academy that inform the content of the Live Engagement training
    - Participate in periodic Trainer Refresher courses offered by the Safeguarding Office
- Create new training events in SRS and monitor registration[2]
- Conduct Live Engagement Trainings using approved materials
- Upload sign-out sheets to SRS promptly after training
- Maintain communication with all members of the Safeguarding Team

[1] Trainers are trained by the Master Trainer(s) of the Safeguarding Office and should possess good teaching and communication skills. The Safeguarding Office may revoke a Trainer's authorization if they fail to uphold the expectations and standards communicated in training by the Master Trainer and the Safeguarding Office.

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