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. Depending upon their position, they may also be required to take a live Universal Engagement Training (UET).

- All required video courses used for Safeguarding training are posted on the Praesidium Academy website. These video courses 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 videos.
- Universal Engagement training, when required, must be taken (in-person or virtual) after all video courses have been completed. When required, Safeguarding Applicants will receive an email invitation to sign up for Universal Engagement training.
- All Safeguarding training for a position must be renewed every five (5) years.

In addition to the assigned video courses, Praesidium Academy hosts many other online courses. The Safeguarding Office has recommended additional videos for some positions. Extra 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).

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

1. **Head of/Supervisor/SRA/SC/Trainer**
   Universal Engagement Training (required every 5 years)
   Videos 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 Workplace for Employees and Volunteers in the Episcopal Diocese of Texas
   - *Add-On for Ministry with Vulnerable Adults*: Safe Church, Safe Communities Specialty Training: Pastoral 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 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

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)
No Universal Engagement Training required
Videos 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 the 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
- *Add-On for Direct Ministry to Vulnerable Adults:* Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- *Add-On 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: 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

3. **Lay Minister/Teacher/Coach/Counselor** (non-supervisory, including vendors in these roles)
Universal Engagement Training required (every 5 years)
Videos 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

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- *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
- *Add-On for Ministry with Vulnerable Adults*: Safe Church, Safe Communities Specialty Training: Pastoral Relationships
- *Add-On 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 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 videos (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**
   No Universal Engagement Training required (Except for Wardens; see below)
   Videos 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 and Relationships
   - 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
   - Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

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

5. **Warden**
   Universal Engagement Training (every 5 years)
   Videos 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 and Relationships
   - 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 Power and Relationships
   - Safeguarding Your Community: A Review of the Episcopal Diocese Texas Policies for Vestries, Bishop's Committees and Governing Boards

   Recommended videos (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

6. **Treasurer**
   No Universal Engagement Training required
   Videos 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

   Videos required for renewal (every 5 years):
   - Safe Church, Safe Communities Specialty Power and Relationships
   - Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

   Recommended videos (not required):
   - Safe Church, Safe Communities Specialty Training: Bullying
   - Safe Church, Safe Communities Specialty Power and Relationships

7. **Vendor/Contractor** (recurrent presence but no direct interaction)
   No Universal Engagement Training 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)

8. <u>**Key Holder**</u>
   No Universal Engagement Training required
   Videos 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

   Videos required for renewal (every 5 years):
   - Safeguarding Your Community: A Universal Review of Episcopal Diocese of Texas Safeguarding Policies

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

   (Note to SRA: When starting the SRS process, select "Yes" for "Is this screening for recertification?" to avoid full process.)

9. <u>**Clergy, Clergy Student**</u> (contact the Safeguarding Office for SRA support)
   Universal Engagement Training for Clergy (required every 5 years)
   Videos required for initial training:
   - Safe Church, Safe Communities Universal Training: Introduction and 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
   - Safe Church, Safe Communities Specialty Training: Power and Relationships
   - Safe Church, Safe Communities: Pastoral Relationships
   - Safeguarding Your Community: Preventing Sexual Harassment in the Workplace for Employees and Volunteers in the Episcopal Diocese of Texas

   Recommended videos (not required):
   - Recognizing Abuse and Exploitation in Elder Serving Programs
   - Keeping Your Church Safe
   - Safe Church, Safe Communities Specialty Training: Bullying (for renewal)
   - Safe Church, Safe Communities Specialty Training: Abuse and Neglect (for renewal)

10. <u>**Camp Allen Summer Staff**</u>
    Universal Engagement Training required
    Videos 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 (for renewal)
- Safe Church, Safe Communities Specialty Training: Abuse and Neglect (for renewal)
- 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 videos 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 (for renewal)
- Safe Church, Safe Communities Specialty Training: Abuse and Neglect (for renewal)
- 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

11. Safeguarding Office Assigned (SOA)
Training as assigned by the Safeguarding Office.