

**The Purpose of this Document:** To assist Safeguarding online local parish coordinators, children and youth leadership and clergy in determining which training modules should be taken by whom based on specific ministries. Further information on Diocesan practices and policies to safeguarding children, vulnerable adults, your church and school can be found on the diocesan website (see below). This documentation provides many useful resources, templates and guidance and should be reviewed by ministry leaders as well as members of the vestry.

[www.realepiscopal.org](http://www.realepiscopal.org)>resources>finance, administration and legal>Safe Church Policies

### Safeguarding Children and Youth

#### Child Abuse Prevention

**For those with no previous diocesan training:** the following training modules are taken for those who work with children and youth. It is recommended that there is a pastoral presence available to answer questions or provide care if needed. Since 1 out of 8 boys and 1 out of 4 girls are abused, it is likely that some individuals who take this training may have endured this kind of abuse and may need some pastoral assistance. Therefore, proctoring for online training is recommended when a person is not able to attend one of the trainings offered in community by a certified trainer. People who are called to work with children and youth should take the following training before beginning their ministry assignments:

- ❖ Meet Sam
- ❖ It Happened to Me
- ❖ Preventing Bullying
- ❖ Duty to Report
- ❖ Social Media Safety
- ❖ Risk Abuse Management for Volunteers – Can be used for those who volunteer occasionally or for a limited period of time e.g. 6 hours of tutoring, infrequent contact

**Recertification:** Diocesan policy requires that those who work with children and youth should recertify *every three years*. The following modules are provided:

- ❖ Abuse Prevention Refresher
- ❖ Keeping Your Church Safe - **Excellent for Members of the Vestry**
- ❖ Abuse Risk Management for Volunteers - those with occasional or infrequent contact with children and youth
- ❖ Duty to Report
- ❖ Social Media Safety

**Camps and Vacation Bible School:** These modules are good training tools for those who are occasional or seasonal volunteers.

- ❖ A Day at Camp
- ❖ Keeping Your Camp Safe
- ❖ Abuse Risk Management for Volunteers
- ❖ Preventing Bullying
- ❖ Duty to Report
- ❖ Social Media Safety

# Safeguarding Online Training Modules

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**Schools:** School Administrators and faculty have special training needs. These modules are excellent and provide tools and action plans to keep the school free of abuse and bullying.

- ❖ Keeping Your School Safe
- ❖ Preventing Bullying (also important for camp counselors and VBS volunteers)
- ❖ Duty to Report
- ❖ Social Media Safety

## Safeguarding God's People

These training modules are for those who have a pastoral relationship with another adult person. They deal with the exploitation of power which can result in inappropriate sexual relationships.

For clergy and those who have positions of pastoral care e.g. Stephen Ministers, Eucharistic Visitors, Retreat Leaders, Cursillo, Vocare, spiritual directors and so forth:

- ❖ **Safeguarding God's People for Congregations** - explains what sexual exploitation is, who is most vulnerable, the effects, short and long term, facts about power differential, and prevention (helpful for all members of a congregation because the module deals with warning signs that can affect everyone)
- ❖ **Safeguarding God's People for Ministries** - how to maintain a healthy ministry and how to respond when sexual exploitation occurs
- ❖ **Elder Abuse Prevention** – A good training for Eucharistic Ministers/Stephen Ministers and those who work with the elderly and infirm

## Sexual Harassment

These training modules are required by Federal and State Law for employers and employees. They should be taken *every two years* by every manager and employee to satisfy state law.

- ❖ **Preventing Sexual Harassment for Workers** - should be taken by employees and also those with people reporting to them
- ❖ **Preventing Sexual Harassment for Managers and Supervisors** - additional information that every person with direct reports should take.

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