

Safeguarding Team Structure

Who is on the “Safeguarding Team?”

(In a given context, one person may hold one or more of these positions.)

Rector/Vicar/Head of School or Organization

Responsible to Bishop for Policy and Certification Compliance
Establish and nurture a safe environment in parish/school/organization
Build/support/empower Safeguarding Team

Safeguarding Coordinator

Maintain good working knowledge of all Safeguarding Policies
Maintain communication with all members of Safeguarding Team
Ensure that certification requirements are well communicated throughout the organization
Regularly review safeguarding certification/policy compliance throughout the organization
Ensure organization has sufficient SRAs and Trainers to support certifications

Safeguarding Records Administrator (SRA)

Interface with SRS per specialized training from EDOT Safeguarding staff
Communicate regularly with Safeguarding staff regarding questions or Safeguarding Team changes
Assist applicants with 90 day SRS certification processes
Coordinate reference checks and interviews

Trainer(s)

Maintain communication with all members of the Safeguarding Team
Create new training sessions in SRS and upload sign-out sheets to SRS promptly after training
Conduct Trainings

Ministry Leaders (or as assigned)

Conducts interviews and/or reference checks.

Who Needs Certification?

Safeguarding God's Children Certification

All Clergy
Heads of School / Organization
All Paid Employees of Diocesan Entities
Contracted Service Providers and Charters (Ex: Kidventure)
Adults Volunteering with or around Children
SRA and Safeguarding Coordinator
Others as noted in the SGC Policies

Safeguarding God's People Certification

All Clergy
Heads of School / Organization
Vestry/Bishop's Committees / School Boards
Lay Eucharistic Visitors
Leaders and Facilitators of Ministries
SRA and Safeguarding Coordinator
Others as noted in the SGP Policies

Safeguarding God's People in the Workplace, Harassment Certification

All Diocesan Entity Employees