Safeguarding Online, for Parish Administrators

1. Receive an application to take the Safeguarding Online Training

There is no fee to take the online training.

1. Go to [www.safeguardingonline.org](http://www.safeguardingonline.org) and put in their information

Once a person is in the database, he/she has access to all the online courses.

* This means that people may get confused and think they have to take everything listed, so make sure you tell them which courses they need to take.
* This also means that if they’re in the database for God’s Children, you don’t need to put them in again for God’s People.
* If you lose their information, you can look them up.
1. Adding a user:
	* Click on the “administrator” section and get into the “AdminMenu”
	* Click “Add User” under the User section.
	* You can fill out all the information if you want to, but the important information is:

• Armatus Administrator – “no” should be check

• First Name

• Last Name

• US State

• Organization (I think you can only put in yours)

• User ID (the last 4 digits of the person’s phone number)

• E-mail address

• Click “Create New User”

* + A page will come up with a filled in copy of this:

|  |  |
| --- | --- |
| **User ID** |  |
| **Last Name** |  |
| **First Name** |  |
| **User Login** |  |
| **Password** |  |

* + Make sure you keep track of the User Login and Password.
1. Put their information in the database

This is so we can keep a checklist of what people have taken, so you don’t need to go into the database to look for it.

1. Send Welcome letter(s) to them
2. Who takes what?
	* The following people must take both Safeguarding God’s People and Safeguarding God’s Children
		1. All active clergy (rectors, associates, supply, deacons, etc.)
		2. All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies
		3. All members of church leadership (including but not limited to members of the vestry, wardens, and those who serve on Diocesan committees)
	* The following people must take at least Safeguarding God’s Children:
		1. All people who work with children or youth in the parish or a parish activity

Some specific examples

* + - * All church school or Sunday school staff
			* Children’s or youth choir directors
			* Organists who work with children or youth
			* Lay youth ministers
			* Volunteer youth directors
			* All who work or assist in the nursery, whether teen or adult
			* All staff, whether volunteer or paid, at church camps
			* Adults who participate in overnight activities with children or youth
	+ The following people must take at least Safeguarding God’s People:
		1. All members of congregations serving in licensed ministries
1. Which courses are taken for which certification?
	* Safeguarding God’s Children

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| Meet Sam |
| It Happened to Me |
| Keeping Your Church Safe |
| Policies - Episcopal Diocese of Western Michigan |

* + Safeguarding God’s People

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| Safeguarding God's People:Preventing Sexual Exploitation in Communities of Faith- for Congregations |
| Safeguarding God's People:Preventing Sexual Exploitation in Communities of Faith- for Ministries |
| Safeguarding God's People:Preventing Sexual Harassment for Workers |
| Safeguarding God's People:Preventing Sexual Harassment for Managers & Supervisors\* additional information for clergy, managers, supervisors, and church leaders |

* + Other courses that people can take
		1. Keeping Your School Safe
			1. Good for parishes that have Day Schools and pre-schools
			2. Description: This module shows you where and when abuse is more likely to occur in your schools, and the specific steps you can take to keep children safe. You also learn how to keep yourself and your coworkers safe from false allegations of abuse.
		2. Keeping Your Camp Safe
			1. Good for parishes that run a camp program – also good for the adults that participate in our summer camp program
			2. Description: Camping can be a wonderful experience for kids. They make new friends, learn new skills, and increase their self-confidence. But not if they are abused at camp by a counselor or by another peer. This module shows you where and when abuse is most likely to happen in a camp setting and steps you can take to keep kids at camp safe.
		3. A Day at Day Camp
			1. Good for parishes that run day camps in the summer: VBS, Reading Camps, etc.
			2. Description: Day camp can be a wonderful experience for kids. They make new friends, learn new skills, and increase their self-confidence. But not if they are abused at camp by a counselor or by another peer. This module shows you where and when abuse is most likely to happen in a day camp setting and steps you can take to keep kids at day camp safe.
		4. Duty To Report - Mandated Reporter
			1. Good for clergy and Directors of Religious Education
			2. Description: Every day children are abused and neglected in the United States. More than three million reports of child abuse are made every year and no one knows for sure how many reports should be made that aren't.

And even worse, most abusers are known to their victims. Adults have a moral responsibility--and in many cases a legal responsibility-- to report suspected child abuse or neglect.

In this course you will learn:

* + - * + Why reporting suspected abuse and neglect is critical
				+ What your legal responsibilities are to report suspected abuse and neglect
				+ What types of conduct must be reported
				+ How to report suspected abuse and neglect
				+ How to respond if a child discloses abuse or neglect to you.
		1. Abuse Risk Management for Occasional Volunteers
			1. Good for people who may help out in the kitchen or with set up – this is not intended for people who will be in contact with children or youth
			2. Description - This module shows volunteers how molesters operate, the devastating effects of abuse, and the specific steps volunteers can take to prevent abuse and false allegations of abuse.
1. Have them take the necessary courses – and print out certifications
2. After they take the online course, conduct the Parish Certification and send that to the Diocese
3. Quarterly send a copy of the database to the Diocese
	* This way we can keep complete records of who’s taken what, in case your files get lost or move parishes.

Thank you for your ministry!!! Hopefully this will help the process.