

Overview of the Safeguarding Certification Process

There are three sets of diocesan Safeguarding policies: *Safeguarding God's Children: Policies for the Protection of Children and Youth*, *Safeguarding God's People: Safe Ministry with Adults*, and *Safeguarding God's People in the Workplace: Preventing Sexual Harassment*. See [Policies and Help Sheets](#). The policies change periodically in response to particular diocesan concerns and to the actions of the General Convention of the Episcopal Church. Each set of policies contains its own parameters for who needs to be screened and trained. At present, certification lasts for five years. [Summary of Who Needs Certification or Other Training](#)

The Safeguarding certification process involves numerous steps that are briefly summarized below. Heads of organization are encouraged to appoint staff and/or volunteers to serve with them on a Safeguarding Team that carries out the administrative requirements of certification and sees that the Safeguarding policies are followed. See [Forming a Safeguarding Team](#). All Safeguarding certifications are tracked through the electronic Safeguarding Records System (SRS) of the diocese. Using SRS, the organization's Safeguarding Records Administrator (SRA), a member of the organization's Safeguarding Team, initiates the certification process for lay volunteers, employees, and vendors. In unusual circumstances, a member of the EDOT Wellness and Care Team in the Safeguarding Office may temporarily act as an organization's SRA. Clergy Certifications are initiated by the Safeguarding Office rather than by the SRA of the organization.

The process for lay certification in both SGC and SGP includes an online application, an interview, reference checks, a Background Check (paid for by the diocese and ordered through SRS), and a live training. Live trainings may be attended in person or on a virtual platform. The SRS manages the steps of the process and provides the applicant with access to the training calendar. [Safeguarding Certification: Where Do I Begin?](#)

Trainings are conducted by a Trainer from the organization or a neighboring organization, or by a member of the EDOT Wellness and Care Team. Employees and volunteers in staff positions must also be certified in [Safeguarding in the Workplace, Harassment Prevention](#), which requires watching a brief training video that is posted on the diocesan website to satisfy certification requirements for SGP-H. Recertifications of lay people in SGC or SGP are also initiated in SRS by the SRA. In most cases, recertification requires

only a new Background Check and a training refresher that is satisfied by watching videos online.

Under particular circumstances, schools and other organizations that operate under state license or accrediting agencies may enter into an agreement with the Safeguarding Office to screen their employees independently of the SRS. See [Training Only Agreements](#). In such cases, employees are still required to take the diocesan training for certification in SGC or SGP.

Under current Safeguarding God's People policies, members of governing boards, including Vestries, Bishop's Committees, and School Boards do not require certification but must receive a policy review. See [Policy Review Videos for Decision Makers](#).

A separate process exists for [Safeguarding Youth Helpers](#) who help with programs for children and youth. This process is not tracked in the SRS system.

Contact a member of the [Wellness and Care Team](#) for additional support.