

SRS – SAFEGUARDING RECORDS PROCEDURES

How to Enter Trainings and Upload Sign Out Sheets to SRS

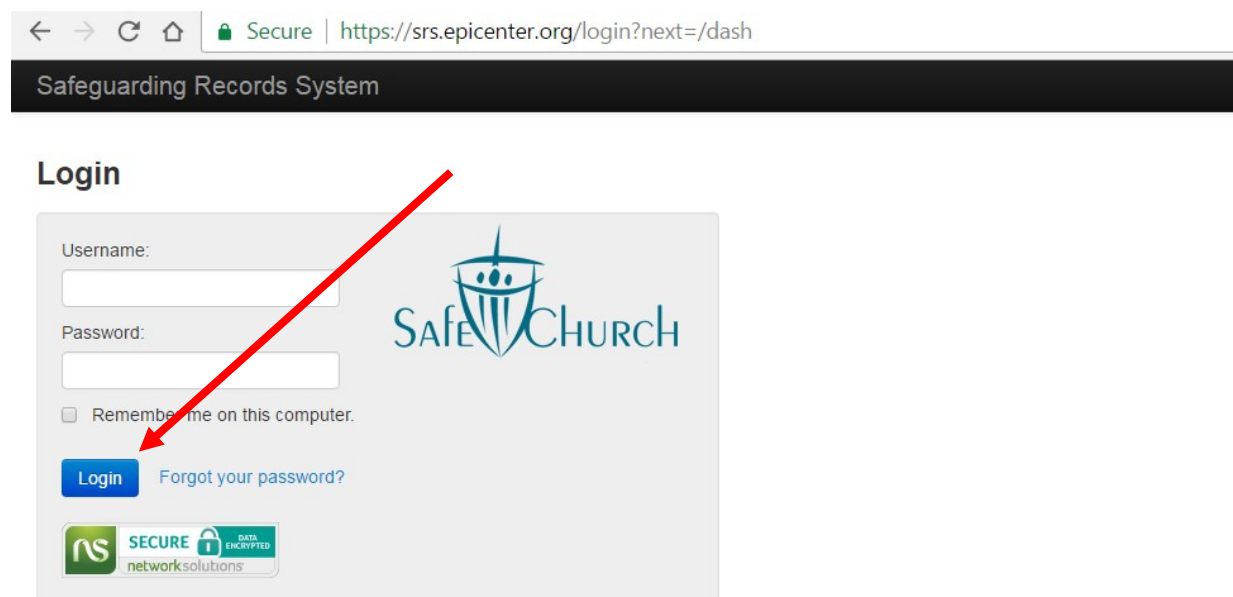
AS AN SRA OR TRAINER YOU HAVE THE ABILITY AND RESPONSIBILITY TO:

1. Add trainings into the Training Sessions calendar in SRS.
2. Register people for training if they cannot register themselves.
3. Print the Sign-out Sheet for the training session.
4. Upload Sign-Out Sheet back into the training session or fax or email to the Safe Church office so that the attendees may be given credit.

SRAs and trainers will want to work as a team to decide in what ways you might divide and/or share this responsibility. Remember, every applicant has 90 days to complete their certification process, so prompt uploading of the Sign-out Sheet after training is held is imperative. We are asking for uploading of the Sign-out Sheet within 48 hours of training.

GETTING STARTED – FOR NEW SRAS OR TRAINERS

1. If you have just trained as an SRA or as a trainer you will be receiving an email with the URL for the SRS website, your username and password. Login and update your profile. The URL is: <http://srs.epicenter.org>



The screenshot shows a web browser window with the address bar displaying "Secure | https://srs.epicenter.org/login?next=/dash". The page title is "Safeguarding Records System". Below the title is a "Login" section. It contains a "Username:" label, a text input field, a "Password:" label, another text input field, and a checkbox labeled "Remember me on this computer." Below these fields is a blue "Login" button and a link "Forgot your password?". To the right of the login fields is the "SAFE CHURCH" logo. At the bottom left of the login section is a "networksolutions" logo with a "SECURE" badge and "DATA ENCRYPTED" text. A red arrow points from the top right towards the "Login" button.

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2. Update your profile information if you have not already done so. Click “edit” and complete the information.

Welcome Marty!

Certifications in process:

Active Certifications:

Safeguarding God's People - Harassment
Valid till 2019-05-26



Safeguarding God's Children
Valid till 2019-08-20



Safeguarding God's People - Exploitation
Valid till 2021-01-06



Contact Information:

Address:

Home Phone:

Work Phone: 512-609-1874

Email: mbrickley@epicenter.org

edit

3. Fill in all required information. If it has one *, the information is required. Only one phone number is required. Then click “Save”.

Edit Personal Information

Marty Brickley (mbrickley)

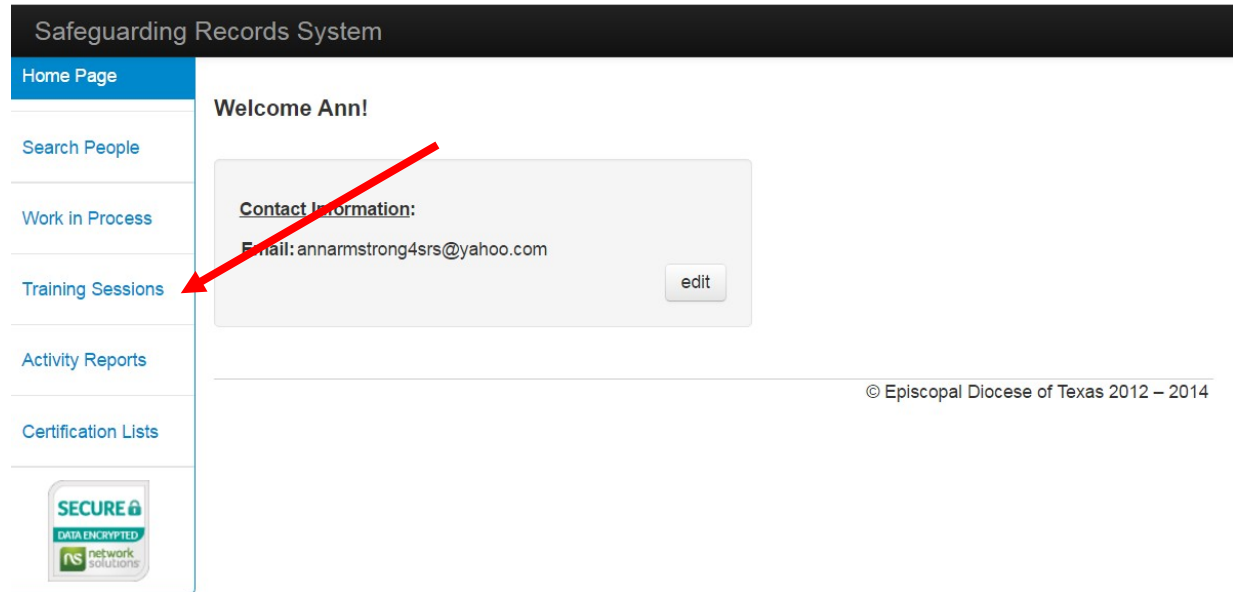
All fields marked * are required.

Title	First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text" value="Marty"/>	<input type="text" value="Romero"/>	<input type="text" value="Brickley"/>	<input type="text"/>
Nickname	Date of Birth *	Gender *	Language	
<input type="text" value="Marty"/>	<input type="text"/> YYYY-MM-DD	<input type="radio"/> Male <input checked="" type="radio"/> Female	<input type="text" value="English"/>	
Home Phone **	Work Phone **	Cell Phone **	Contact Email	
<input type="text"/> ###-###-####	<input type="text" value="512-609-1874"/> ###-###-####	<input type="text"/> ###-###-####	<input type="text" value="mbrickley@epicenter.org"/>	
Address Line 1 *		Address Line 2		
<input type="text"/>		<input type="text"/>		
City *	State *	ZIP Code *		
<input type="text" value="Austin"/>	<input type="text" value="Texas"/>	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>				

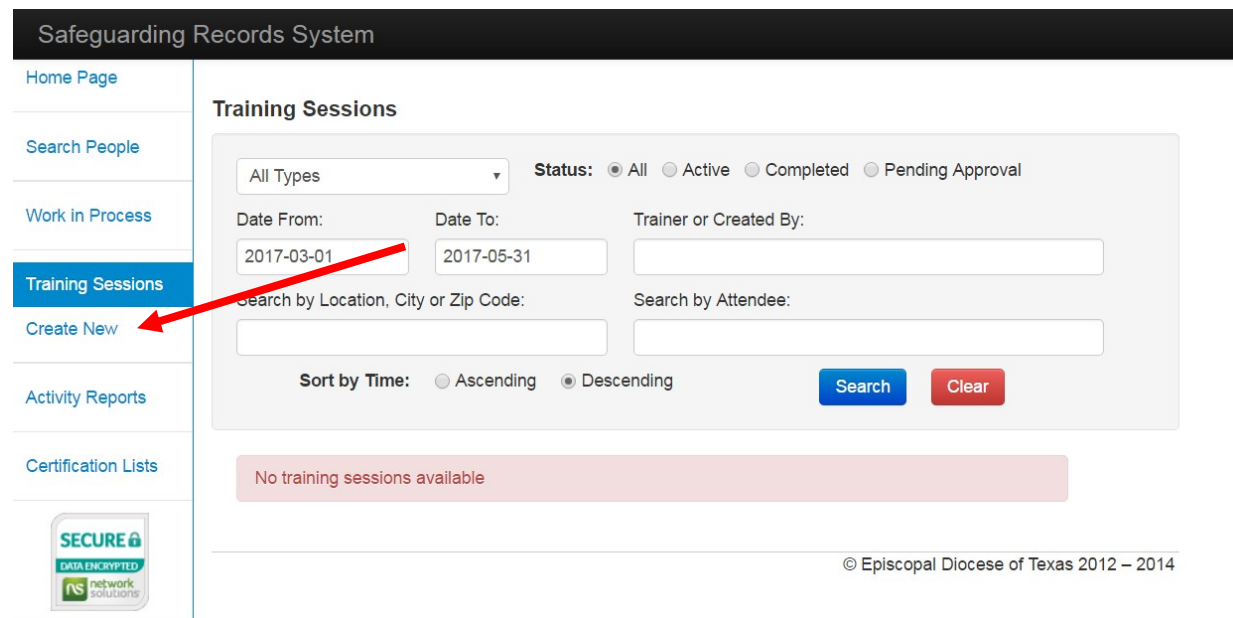
SRS – SAFEGUARDING RECORDS PROCEDURES

ENTERING A TRAINING INTO TRAINING SESSIONS

1. Click on Training Sessions on the Sidebar on the left.

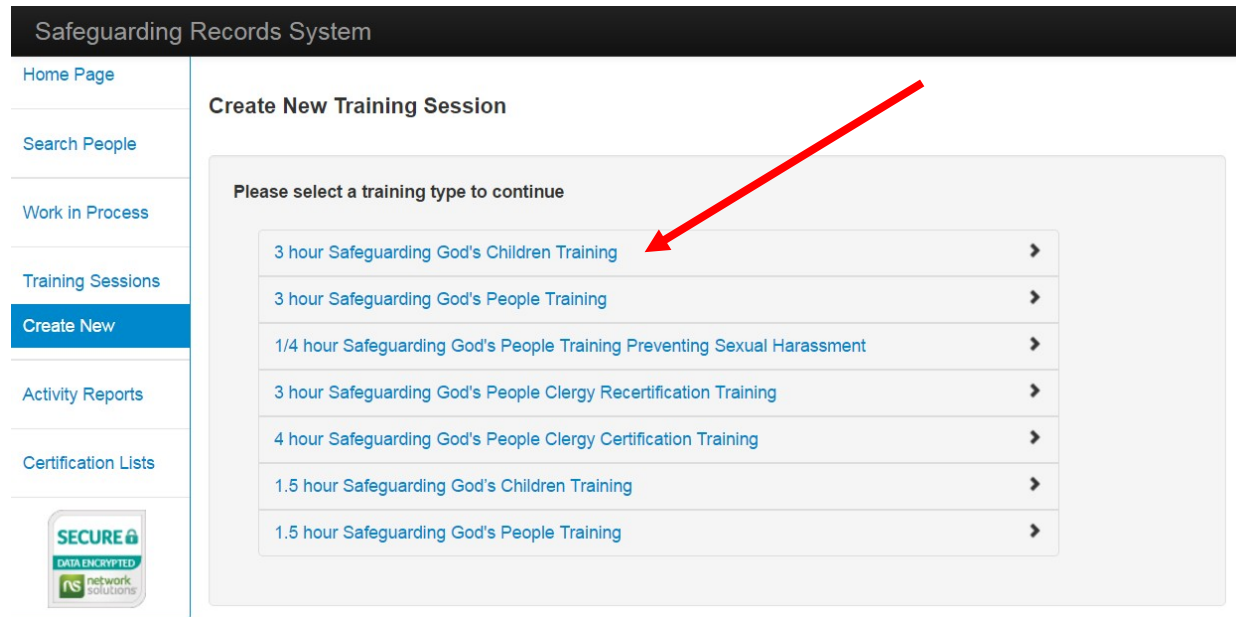


2. Click on Create New under Training Session on the Sidebar.



SRS – SAFEGUARDING RECORDS PROCEDURES

3. Select and click on the type of training that is needed.



Safeguarding Records System

Home Page

Search People

Work in Process

Training Sessions

Create New

Activity Reports

Certification Lists

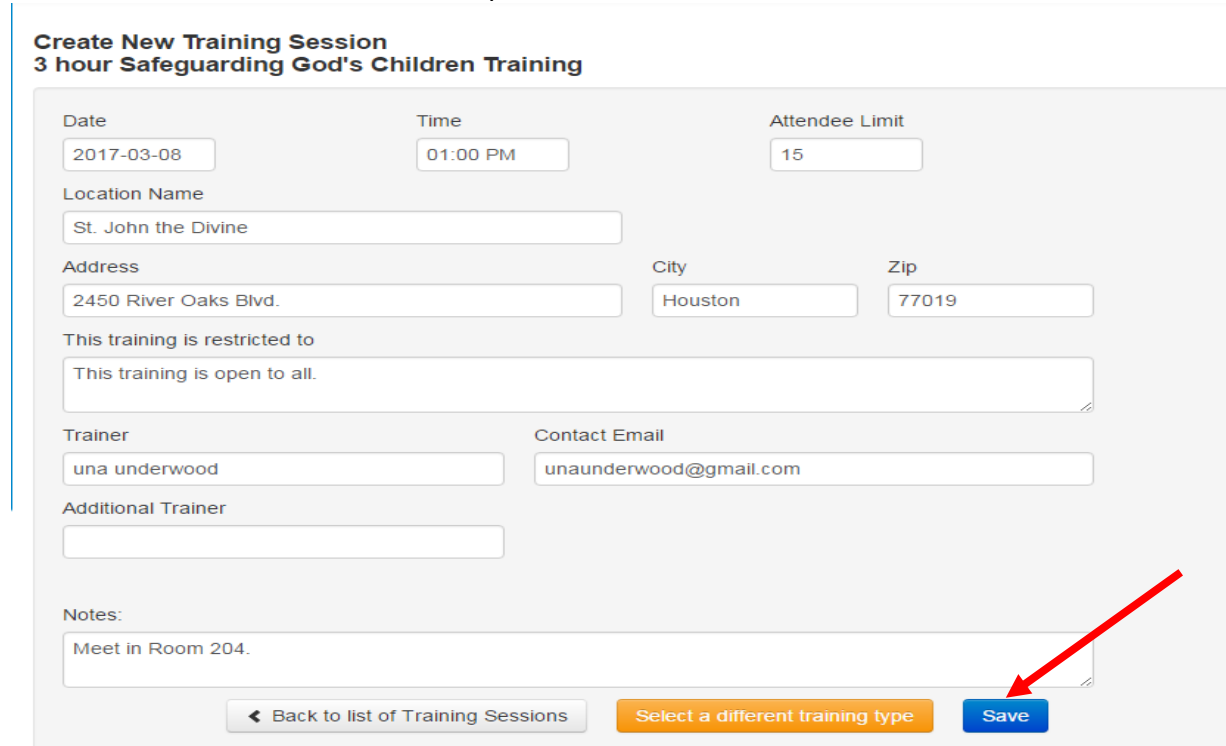
SECURE
DATA ENCRYPTED
network solutions

Create New Training Session

Please select a training type to continue

- 3 hour Safeguarding God's Children Training
- 3 hour Safeguarding God's People Training
- 1/4 hour Safeguarding God's People Training Preventing Sexual Harassment
- 3 hour Safeguarding God's People Clergy Recertification Training
- 4 hour Safeguarding God's People Clergy Certification Training
- 1.5 hour Safeguarding God's Children Training
- 1.5 hour Safeguarding God's People Training

4. Fill in the information in the fields provided and click Save.



Create New Training Session

3 hour Safeguarding God's Children Training

Date: 2017-03-08 Time: 01:00 PM Attendee Limit: 15

Location Name: St. John the Divine

Address: 2450 River Oaks Blvd. City: Houston Zip: 77019

This training is restricted to: This training is open to all.

Trainer: una underwood Contact Email: unaunderwood@gmail.com

Additional Trainer:

Notes: Meet in Room 204.


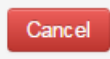
< Back to list of Training Sessions Select a different training type Save


5. The training will need to be approved by the Safe Church Office. It will then be available for registrations. You can expect approval by the end of the same business day, or the next day at the latest. Be sure to note if the training is Open or if it is to be restricted.

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6. Go back to Training Sessions to access the approved training session. The white check mark in the green circle indicates the training has been approved.

1. Click on details to check on registrations or add registrants, print Sign-Out Sheet, or upload Sign-out Sheet.
2. Click on edit if any of the training information needs to be updated (Attendee Limit, Date, Time, etc.), or if the training needs to be cancelled. After making changes click

 to save changes and  to cancel the session.

Sat, 25th Mar 2017 01:00 PM 3 hours 	SGC St. Paul's Episcopal Church, 414 E. McAlpine St., Navasota 77868 Created by: Mr. Michael J. Mullen Email: mikemullen@hotmail.com Open	Mr. Michael J. Mullen details edit
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DETAILS – REGISTRATIONS; SIGN-OUT SHEETS; UPLOADING SIGN-OUT SHEETS

In Details you can check on registrants, add eligible people to the training, Print the Sign-out Sheet in English or Spanish, and Upload the Sign out Sheet.

3 hour Safeguarding God's Children Training

Date: 2017-03-05 Time: 09:30 AM Attendee Limit: 20 persons

Location: Camp Allen, 18800 FM 362, Navasota 77868

Restricted to: Counselor Training Program Participants.

Restricted to Organizations: –

Trainer : Sydney Boone Contact Email: kentonb@campallen.org

Additional Trainers :
Andrew Day (drewd@campallen.org)

Notes:

Created By: Sydney Boone Email: kentonb@campallen.org

Attendees:

1. P ytc H nze (SGC-T)
2. M s. I ar n L. J. rlan o (SGC-T)
3. H nte M crenz e Ko n (SGC-T)
4. A bney P n n k (SGC-T)
5. M rga t W scott (SGC-T)

[add people to this training](#)

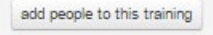
[Print Sign-out Sheet](#)

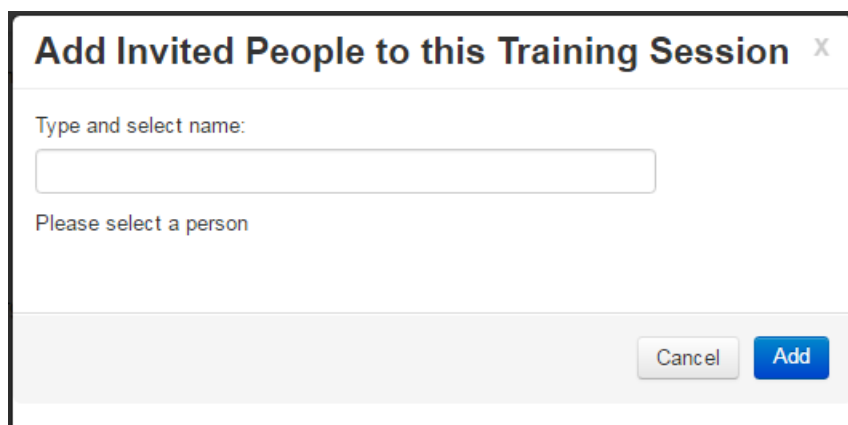
[Print Sign-out Sheet in Spanish](#)

[Upload Sign-out Sheet](#)

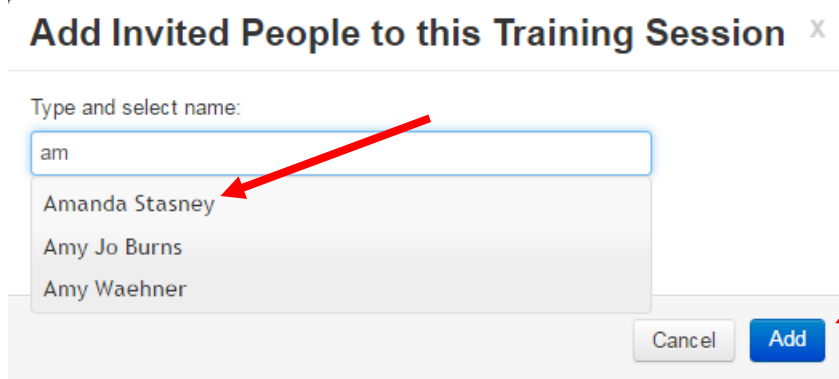
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As people register for that training (through the System) their names will show up under Attendees on the Training Session. They will also be added to the Sign-out Sheet.

1. To register or add a person to a training click on . A box will open up for you to type and select the applicant's name. Their name will appear if they are eligible for registration.



2. When you begin to type the name a drop down list will appear. Select the name and click Add.



3. People from other EDOT churches, organizations and schools using SRS will be able to sign up for any training that appears in the System and is marked as Open. If training is restricted a call may be made to that location to ask permission for an applicant to attend. Please be respectful of locations that need to restrict their trainings.

SRS – SAFEGUARDING RECORDS PROCEDURES

4. Prior to the training you will want to print the Sign-Out Sheet. Click on the Print Sign-out Sheet button.

[Print Sign-out Sheet](#)

[Print Sign-out Sheet in Spanish](#)

5. Only use the Sign-out Sheet provided through SRS. No other or older versions of the Sign-out Sheet will be accepted. Be sure to have the applicants sign at the end of the training and be sure the trainer signs at the top of the page as well.



Safeguarding God's Children Sign-out Sheet

Date of Training: **Sunday, March 05 2017, 09:30 AM**

Location of Training (Church/School): **Camp Allen 18800 FM 362**

City: **Navasota**

Trainer: **Mr. S. Kenton Boone III**

I certify that these people attended the entire 3 hours of training * _____ Trainer Signature

TRAINER: Review the following acknowledgment with your class:

Your signature indicates that you have attended Safeguarding God's Children 3 hour, and that you agree to the following:

1. I will do my best to prevent abuse and neglect among children and youth involved in church activities and services.
2. I will not physically, sexually, or emotionally abuse or neglect a child or youth.
3. I will comply with: all guidelines as found in *The Policies for the Protection of Children and Youth from Abuse*.
4. If I observe any inappropriate behaviors or possible policy violations with children or youth, I will immediately report my observations as outlined in this policy.
5. I acknowledge my obligation to protect children/youth and agree to immediately report known or suspected abuse to appropriate state and church authorities.
6. I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and action with its policies.

Name (printed)	Signature	Church/School
P ytc i He ize		Camp Allen, Navasota
M s. Nancy L. J rlar do		Camp Allen, Navasota
H i nter Mac en: e K lo		Camp Allen, Navasota
At dey Pionl ik		Camp Allen, Navasota
M rgar st W e scott		Camp Allen, Navasota

* Due to the importance of this training, persons arriving later than 15 minutes after start time will be required to reschedule their training.

* SRA/Trainer: Upload Sign-out Sheet within 2 business days.

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6. After a training is complete please upload the Sign-Out Sheet back in to the Training Session. Scan the Sign-out Sheet to your desktop and save it where you can easily find it.

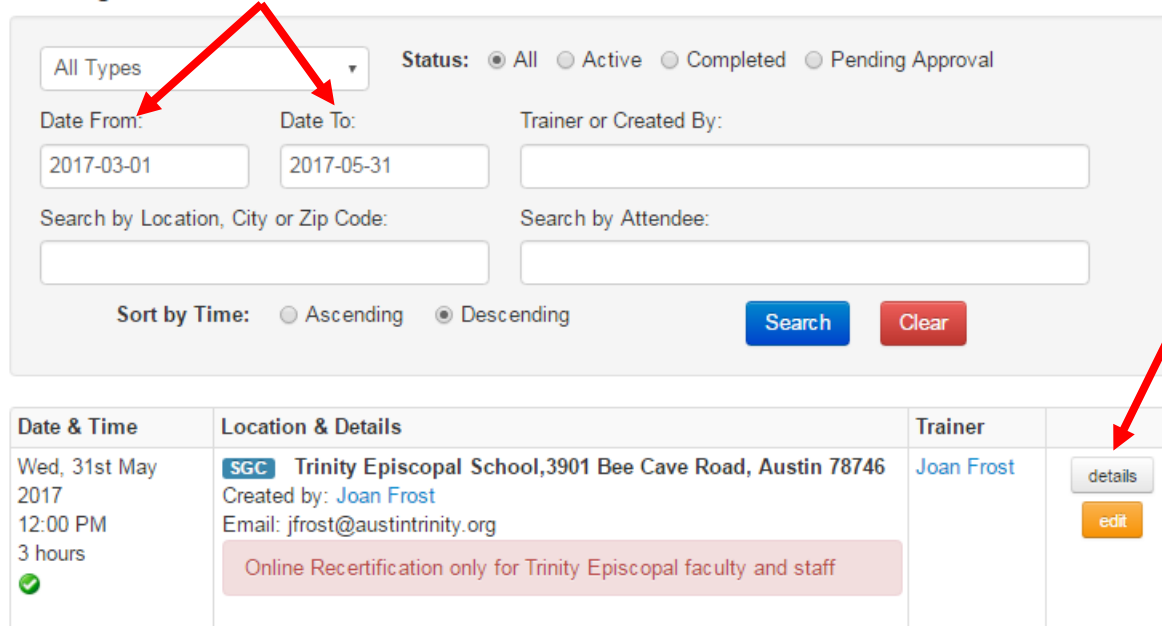
****Because all certification processes have a 90 day limit, we ask that these be uploaded within 48 hours of the training. The Safe Church office will approve the training attendance promptly.**

You may also fax or email the Sign-out Sheet to the Safe Church office if you do not have scanning capabilities. Fax: 512-609-1874. Or email to mbrickley@epicenter.org.

7. To upload the Sign-out Sheet, go to Training Sessions, select the training, and click on Details. Make sure the “Date From” and “Date To” fields include the date of the training you are looking for. You may change the dates as needed to

locate your session. When you locate your training click on  .

Training Sessions





Training Sessions

All Types Status: ☒ All ☐ Active ☐ Completed ☐ Pending Approval

Date From: 2017-03-01 Date To: 2017-05-31 Trainer or Created By:

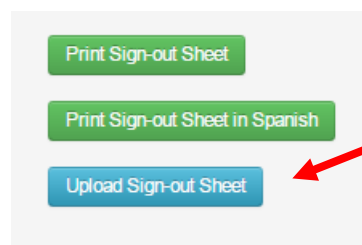
Search by Location, City or Zip Code: Search by Attendee:


Sort by Time: ☐ Ascending ☒ Descending

Date & Time	Location & Details	Trainer	
Wed, 31st May 2017 12:00 PM 3 hours ✓	SGC Trinity Episcopal School, 3901 Bee Cave Road, Austin 78746 Created by: Joan Frost Email: jfrost@austintrinity.org <div>Online Recertification only for Trinity Episcopal faculty and staff</div>	Joan Frost	 

8. Then click on







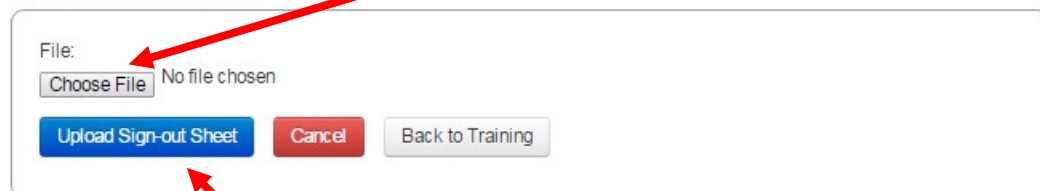


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9. Click on “Choose File”. This will take you to your desktop where you can locate the saved Sign-out Sheet. Click on the file. The file will then show as selected where it now says “No file chosen”. Then click the Upload Sign-out Sheet button.

**SGC Training Session at Trinity Episcopal School, 3901 Bee Cave Road on 2017-05-31 12:00
Wednesday**

Upload Sign-out Sheet



File: No file chosen

© Episcopal Diocese of Texas 2012 – 2014

10. The Safe Church office will then be responsible for approving the attendance for all attendees.

11. Please retain a copy of the Sign-out Sheet until you can verify that all attendees have received credit.

TIP:

If someone comes to your training and they are not on the printed Sign-out Sheet, you may offer them one of the following options:

- a. If they want to take the training for their own information and you have enough room and materials for them to participate, they may stay. They do not sign the Sign-out Sheet and we keep no record of their training. The training WILL NOT count toward SGC or SGP certification.
- b. If they want or need the training to count toward SGC or SGP certification AND are from another Episcopal church, school or organization, and you have room and materials, let them know that you cannot guarantee this will count, but they may stay. This is totally up to the trainer's discretion. They may write their name in on the Sign-out Sheet and sign. It must be on a sheet that has the full training information and the Acknowledgment portion as well. Tell them that they will only receive credit if they complete the certification requirements and that they must work this out with their SRA.

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Instructions for Entering Virtual Training Sessions

Go to Training Sessions / Create New / Select the training track.

The name of your training session should include the word “virtual”. It is fine to still include the name of your location. The system will require an address, so proceed with that as normal.

Indicate any restrictions in the “This training is restricted to” field. As well, this is a good place to direct attendees to see “Notes” for any further information.

Include any further directions in the “Notes” section. These can be specific to your needs.

[Search People](#)

[Search Notes](#)

[Work in Process](#)


[Training Sessions](#)

[Create New](#)

[Activity Reports](#)

[Certification Lists](#)

[Reports](#)




Create New Training Session

3 hour Safeguarding God's Children Training

Date	Time	Attendee Limit	
<input type="text" value="2021-02-25"/>	<input type="text" value="09:00 AM"/>	<input type="text" value="1"/>	
Location Name			
<input type="text" value="Virtual Training, Austin Diocesan Center"/>			
Address		City	Zip
<input type="text" value="510 Rathervue Place"/>		<input type="text" value="Austin"/>	<input type="text" value="78745"/>
This training is restricted to			
<input type="text" value="This is an open, virtual training. Upon registering, please see notes for additional information."/>			
Trainer		Contact Email	
<input type="text" value="Tracy Cramer"/>		<input type="text" value="tcramer@epicenter.org"/>	
Additional Trainer			
<input type="text"/>			
Notes:			
<input type="text" value="Prior to the training, download the Policies for the Protection of Children and Youth from www.epicenter.org/safeguarding/safeguarding-policies Print them or have them available on your screen at the time of the training. You will receive an email with a Zoom link two days before the training. Please do not share the link with others."/>			
◀ Back to list of Training Sessions		Select a different training type	Save

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Email the invitation link to the attendees prior to training. To get their email addresses, click on the “download attendee email addresses” button as shown below. The addresses will download into a notepad file from which you can copy them and then paste them into an email address field.

[Certification Lists](#)
[Reports](#)


Created By: Tracy Cramer
Email: tcramer@epicenter.org

Attendees:
1. Marty Brickley (SGC-T)


[download attendee email addresses](#)

[Print Sign-out Sheet](#)

[Print Sign-out Sheet in Spanish](#)

[Upload Sign-out Sheet](#)

At the end of the training session, after the participants have read the Code of Conduct, on the Sign Out Sheet put their initials where their signature would ordinarily go. Sign the sheet on the trainer line and then upload. You may leave the signature line blank for those who did not attend.

**Safeguarding God's People Sign-out Sheet**

Date of Training: Thursday, February 25 2021, 06:00 PM
City: Austin
Trainer: Katherine Muhlenbruch
Location of Training (Church/School): Virtual Training via Zoom- xxxx

I certify that these people attended the entire 3 hours of training. *Katherine Muhlenbruch* Trainer Signature

TRAINER: Review the following acknowledgment with your class:
Your signature indicates that you have attended Safeguarding God's People - Safe Ministry with Adults, and that you agree to the following:

1. I understand and agree to follow the Policies for Safe Ministry with Adults.
2. I agree never to engage in any sexual or inappropriate relationship with an adult with whom I am in a Pastoral Relationship or with a Vulnerable Adult to whom I am ministering.
3. I agree never to engage in the sexual exploitation of any person with whom I work or serve on behalf of the diocese, church, school, or organization.
4. I agree to seek advice immediately from the Safeguarding Office if I have any questions or concerns about any of these policies or their expectations.
5. I agree to report immediately any inappropriate behavior, boundary violations, or policy violations that I observe.
6. I acknowledge the obligation and responsibility to prevent the abuse, neglect, and exploitation of adults in the ministries of the Diocese of Texas.

Name (printed)	Signature	Church/School
Ms. Katherine M. Barnes	<i>KB</i>	Christ Church Cathedral, Houston
Scott Cummings	<i>SC</i>	St. Christopher's, Austin
Mark Hull		Christ Church Cathedral, Houston
Leslie Martone	<i>LM</i>	St. Mary's, Cypress
Mrs. Susan Milner	<i>SM</i>	Trinity, Baytown
Sara Mitchell	<i>SM</i>	Holy Family, Houston
Amy Morrow	<i>AM</i>	St. John's, LaPorte
Mr. Stephen Price	<i>SP</i>	St. Francis', Houston
Gabrielle Salazar	<i>GS</i>	St. John's, LaPorte
Ms. Frankie B. Sims	<i>FS</i>	Christ Church Cathedral, Houston

* Due to the importance of this training, persons arriving later than 15 minutes after start time will be required to reschedule their training.
* SRA/Trainer: Upload Sign-out Sheet within 2 business days.

Pg 1 of 2