Diocese of the Central Gulf Coast

SAFEGUARDING / RISK MANAGEMENT

The Episcopal Diocese of the Central Gulf Coast is committed to providing a healthy, safe, and nurturing environment where the full work of the Church can be carried out. Sexual misconduct on the part of any clergy person, employee, or volunteer of any congregation, institution, organization, school or agency within the diocese violates the mission of the Church, is prohibited, and will not be tolerated.

To ensure all our churches have been trained about sexual abuse and harassment, The Episcopal Church has contracted with Praesidium to offer on-line training courses. Originally known as Safeguarding God's Children and Safeguarding God's People, these and additional on-line courses are available at no cost.

Who needs to complete this training?

- Training is required to be taken by all clergy, employees, and most volunteers. This includes all paid employees, youth group directors, sunday school directors, choir directors, acolyte leaders, lay eucharistic visitors, vestry members, worship leaders, anyone going into someone's home in any role related to the church, regular church volunteers, etc.

A few things to keep in mind:

- Modules to be taken to satisfy requirements are based on your role in the church. See the chart of "Safeguarding: Who Should Take What"
- Note, if you work with or around youth/children, there are additional key module(s) that you may need to complete
- Courses vary in time lengths (20 to 45 minutes) and are dependent on the module selected
- Re-certification is required at least every 4 years.

Below you will find instructions for enrolling and logging in to training as well as helpful hints to assist you in completing courses. If church administrators have any questions along the way, contact Mary Poss in the Diocesan Office or Praesidium technical support at **Support@PraesidiumInc.com**, 817-801-7773.

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To Enroll

1. Click here for ***the enrollment website*** or **(**www.praesidiuminc.com/EnrollNow**)**

2. Enter the log-in / registration code: **enroll-cgc**

3. Be sure to select the correct parish or location in the organization drop down.

4. Fill out the form; create your user name and password as follows:

    a. User Login: first initial and last name (ex: John Smith = jsmith)

    b. Password: _ _ _ _ fl   (4 numbers)
        Password: _ _ _ _ al   (4 numbers)

- *We recommend using the last 4 numbers of your SS # for password*
- *Note: the system will automatically add "al" (Alabama residents) or "fl" (Florida residents) to those digits once you complete registration, so your password will be (_ _ _ _ al) or (_ _ _ _fl)*

5. Print the page or write down your user login and password for future reference.

If you forget your login/password, there is a password recovery option on the login page. If you are still unable to log in or need additional assistance, contact your church Safeguarding Administrator. DO NOT ENROLL A SECOND TIME!

To Begin Training

1. Go to **SafeguardingOnline.org**

2. Enter your user login and password.

3. Click on the title of the course to begin.

Helpful Hints

- **Right Place, Right Time:** Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions. Set aside 30-45 minutes for each course so you do not have to hurry.

- **Take Your Time:** Have patience and take your time. Read carefully to make sure you fully understand the content. Rather than rushing through the training, plan to complete only one or two courses each time you login so you can really absorb what you've learned. Complete each course from beginning to end in one sitting. If you stop a course before you finish it, you'll have to start over at the beginning of the section where you left off.

- **Follow the Orange Arrows:** When it's time to move to the next page, an orange arrow will appear. Click the orange arrow to move forward. Do not use your browser's forward and back arrows or refresh buttons, or you'll find yourself back at the beginning of the course.

Diocese of the Central Gulf Coast Safeguarding / Risk Management Modules Who Should Take What? *(R = Required)*	Clergy	Church Employees		Church Leaders		Volunteers	
	A	*B*	*C*	*D*	*E*	*F*	*G*
	All Clergy	Managers / Supervisors (Church)	Church Employees	Vestry / SC / Officers	Lay Leaders / Ministry Lead	Church Volunteer (regular basis)	Church Volunteer (occasional)
SAFEGUARDING GOD'S CHILDREN:							
Keeping Your Church Safe	R	R	R	R	R	R	
SAFEGUARDING GOD'S PEOPLE:							
Preventing Sexual Harrassment - For Managers / Supervisors	R	R					
Preventing Sexual Harrassment - For Workers			R				
Preventing Sexual Exploitation in Comm. of Faith - For Ministries	R			R			
Preventing Sexual Exploitation in Comm. of Faith - For Congregations					R		
KEY MODULES:							
Abuse Prevention Refresher (replaces "Meet Sam", "It Happened to Me")	R	R	R	R	R		
Abuse Risk Management for Volunteers						R	R
Your Policies							
Estimated time to complete required modules above:	3 hrs.	2 hrs.	2 hrs.	2 hrs.	2 hrs.	1 hr.	30 minutes

In addition to above, if you work with Children / Youth: **and your role is:** ⬇ **then take module:** ➡	Preventing Sexual Exploitation in Commities of Faith - *For Ministries*	Keeping Your School Safe	A Day at Day Camp
Employee / Volunteer that works with / around children in a **Church** setting: (eg. Youth Leader, Acolyte Leader, Sunday School teacher)	**Required**		
Employee / Volunteer that works with / around children in a **School** setting: (Episcopal School, Church Pre-school, etc.)		**Required**	
Employee / Volunteer that works with / around children in a **Day Camp** setting: (eg. Mothers Day Out, Vacation Bible School,)			**Required**

Other Modules available:

Your Policies
Meet Sam
It Happened to Me
Keeping Your Camp Safe
Preventing Sexual Activity Between Young Children
Duty to Report Mandated Reporter
Preventing Bullying
Social Media Safety

Notes:

Remembering your Login:
    User ID: first initial and last name
    Password: _ _ _ _ fl   (4 numbers) + "fl" for Florida residents
    Password: _ _ _ _ al   (4 numbers) + "al" for Alabama residents

Recertification required every **4 years**