DIOCESE OF
EAST TENNESSEE

SAFE CHURCH COORDINATOR
HANDBOOK
FOR SCHOOLS

Reporting Sexual Abuse or Misconduct

If someone suspects sexual abuse of a minor or vulnerable adult, please call the authorities immediately.

TENNESSEE

Children and Youth
Call 877-237-0004 or visit the Tennessee Department of Children's Services website, https://www.tn.gov/content/tn/dcs/program-areas/child-safety/reporting/child-abuse.html, to report abuse or neglect. Reports also can be made online at: https://apps.tn.gov/carat/

Vulnerable Adults
The duty to report abuse, neglect, sexual exploitation or financial exploitation may be found at TCA §39-15-509 and TCA §71-6-103. The exploitation, neglect, abuse of elderly or vulnerable adults are criminal offenses in Tennessee.

GEORGIA

Children and Youth
Calls are taken 24 hours a day by calling 1-855-422-4453. For further information as to Georgia law and procedures, visit https://dfcs.georgia.gov and https://dfcs.georgia.gov/services/child-abuse-neglect

Vulnerable Adults
Reporting of suspected abuse, neglect or exploitation is mandatory. See https://aging.georgia.gov/report-elder-abuse/adult-protective-services-aps. Reports may be made by phone call to 1-866-55AGING (1-866-552-4464) or online.

Safe Church, Safe Communities

Background

In the late 1990s, the Episcopal Church adopted a program to prevent sexual abuse and misconduct in Episcopal churches and communities. The program, commonly known as "Safeguarding," required specific training sessions/videos and background checks along with requiring each diocese to adopt their own policy for the protection of children, youth and adults.

In 2017, the Episcopal Church released an updated model policy and began work on new training courses titled "Safe Church, Safe Communities." The Diocese of East Tennessee adopted their new policies in May 2023. These diocesan policies set procedures for off-site visits, medications, guidelines for interactions with children and youth, and more.

To view our current policies, please visit www.dioet.org/safe-church.

Important Information

The Diocese of East Tennessee has asked that each parish, school, or community have at least one person responsible for creating online accounts, tracking courses completions, and working closely with the Diocesan Safe Church Coordinator.

All of the new courses are available on Praesidium Academy, a website designed for online training. All online training is paid for and provided by the Episcopal Church. As of June 2023, the diocese is not offering in-person trainings. We are working to have people trained so that we may offer in-person trainings hopefully in late Fall 2023.

Please do not hesitate to call the Diocesan Office if you have any questions (865-966-2110).

Diocesan Contacts

FOR REPORTING ISSUES WITHIN THE CHURCH:

The Ecclesial Authority is the Bishop.

Bishop Brian Cole
865-966-2110 (Diocesan House)
bcole@dioet.org

In the absence of the bishop, the ecclesial authority is the President of the Standing Commuttee. Please contact the Diocesan Office for their information.

FOR REPORTING CLERGY MISCONDUCT:

By phone call:
The Rev. Canon Michelle Warriner Bolt
865-346-4004

By email:
The Rev. Canon Michelle Warriner Bolt, Knoxville, TN
intakeofficer@dioet.org or intakeofficerknoxville@dioet.org

The Rev. L. Gordon Brewer, Kingsport, TN
intakeofficerkingsport@dioet.org

The Rev. Dr. William McGee, Hixson, TN
intakeofficerhixson@dioet.org

Ms. Laura Beasley, Athens, TN
intakeofficerathens@dioet.org

Please note: While the Intake Officers are noted by location, you may submit a complaint to any of the officers. General regional information is provided in the event that a meeting in person may be preferred. All Intake Officers are equally trained and equipped, and Canon Bolt coordinates and may assign officers depending upon case load or other factors.

BY WRITING:

Intake Officer (you may add a name from the above)
c/o The Diocese of East Tennessee
814 Episcopal School Way
Knoxville, TN 37932

Course Requirements

Please note: these requirements are ONLY for schools. There are different diocesan requirements for parishes and worshipping communities.

✓ : Required
R : Recommended

What should I take?	Diocesan Policies	Introduction & Theological Background	Organizational Rules & Policies	Healthy Boundaries	Power & Relationships	Abuse & Neglect	Inclusion of All God's People	Pastoral Relationships	Anti-Harassment (Safeguarding God's People: Preventing Sexual Harassment for Workers OR Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors)	Bullying	Duty to Report: Mandated Reporter
		15 mins	25 mins	20 mins	40 mins	15 mins	25 mins	30 mins	15 mins	15 mins	20 mins
Paid Staff Teachers Assistants Healthcare Administrative Counseling Food Service Security Maintenance	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Before/Aftercare	✓	✓	✓	✓		✓	✓			✓	✓
Volunteers	R	R	R	R		R	R			R	R
Governance School Board	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

List

Paid Staff
- Introduction and Theological Background
- Organizational Rules and Policies
- Healthy Boundaries
- Abuse and Neglect
- Inclusion of All God's People
- Pastoral Relationships
- Anti-Harassment (Choose the course for either workers or supervisors depending on your role)
- Bullying
- Duty to Report: Mandated Reporter
- Policies: Episcopal Diocese of East Tennessee

Before and Aftercare
- Introduction and Theological Background
- Organizational Rules and Policies
- Healthy Boundaries
- Abuse and Neglect
- Inclusion of All God's People
- Bullying
- Duty to Report: Mandated Reporter
- Policies: Episcopal Diocese of East Tennessee

Governance
- Introduction and Theological Background
- Organizational Rules and Policies
- Healthy Boundaries
- Power and Relationships
- Abuse and Neglect
- Inclusion of All God's People
- Pastoral Relationships
- Preventing Sexual Harassment for Managers and Supervisors
- Bullying
- Duty to Report: Mandated Reporter
- Policies: Episcopal Diocese of East Tennessee

We recommend that volunteers take the same courses as Before and Aftercare workers.

Safe Church Coordinator Resources

On the Diocesan website, there is a webpage with tutorial videos, helpful links, and other resources.

1. Visit www.dioet.org/safe-church

2. Scroll down to the very bottom of the page and locate the link to "Safe Church Coordinator Resources."

At the very top, you will find the Episcopal Church's Model Policy for the Protection of Children and Youth and the Model Policy for the Protection of Vulnerable Adults. You will also find the Diocesan Policy for Protection of Children, Youth, and Vulnerable Adults (Updated Spring 2023).

General Resources Tab
- Safe Church, Safe Communities Coordinator Handbook
- Safe Church, Safe Communities Episcopal School Coordinator Handbook
- Zoom Recording from Safe Church Coordinator Training
- Sample Tracking Document (for parishes)
- Sample Tracking Document (for schools)

Safe Church Course and Screening Requirements
- Safe Church, Safe Communities Course Requirements
- Screening and Public Records Check Requirements
- Printable Course Checklist

Praesidium Administrator Resources
- Online Message Drafts
- Praesidium Codes
- Create a Praesidium User Account Video Tutorial
- Check Course Completions via Transcript or Report Video Tutorial

(Information current as of July 11, 2023)

Praesidium Academy Instructions

There are two options for creating accounts on Praesidium Academy: 1) Manually creating each account with each person's name and email, or 2) Distributing a code and each person creating their own account.

1. Manually Create an Account

1. Log into your administrator account

2. Next to Invite and Manage Learners, click "Continue"
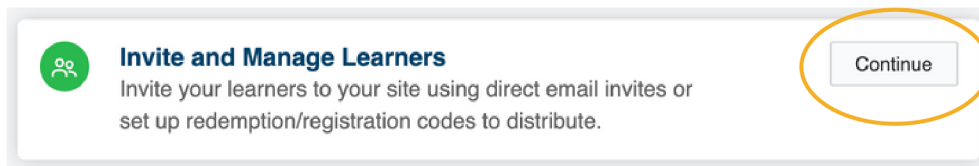
3. On the top right hand corner, click the blue settings wheel

4. Click "Add New Learner"

5. Fill in the Learner's information and add their required courses to the "Invite Message" field

6. Scroll to the bottom of the screen and click the green "Invite" button

2. Create an Account With Code

1. Visit www.praesidiumacademy.com/learn

2. Click "Given a code to create an account?"

3. Person will enter their personal information and click the green "Validate" Button

4. Person will check the "Agree to Terms and Conditions" box and click the blue "Register" button

5. Person will fill out a short questionnaire about their role in the church.

6. Person will be taken to the "My Learning" page and can begin their courses.

Forgot Password

Each user can reset their password on their own, or you can manually change their password.
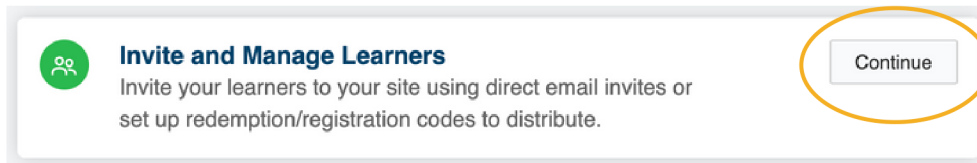
INDIVIDUAL USER RESET

1. Instruct user to visit
   www.praesidiumacademy.com/learn

3. Click "Forgot your password?"

4. Walk through the steps to reset
   password.

COORDINATOR RESET

1. Log into your administrator account

2. Next to Invite and Manage Learners, click "Continue"

3. Search for the user who needs their password reset in the search bar.

4. Click their name.

5. On their user "Details" page, type a new password into the "New Password" box (pictured below).

6. Scroll down to the bottom of the screen and click the green "Save" button.
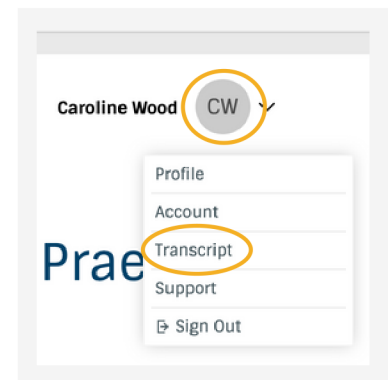
Tracking Course Completions

Each user can print their transcript on their own, or you can find it on their account.
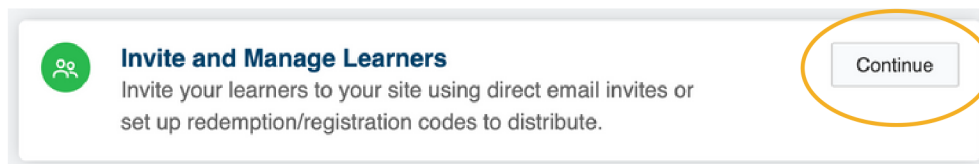
INDIVIDUAL USER PRINT TRANSCRIPT

1.Log into user account at www.praesidiumacademy.com/learn

2. In the top right hand corner, click your initials.

3. A drop down menu should appear. Click "Transcript"

4. On your Transcript page, there is an option on the right hand side under your initials to "Print Transcript" or "Export Transcript CSV."

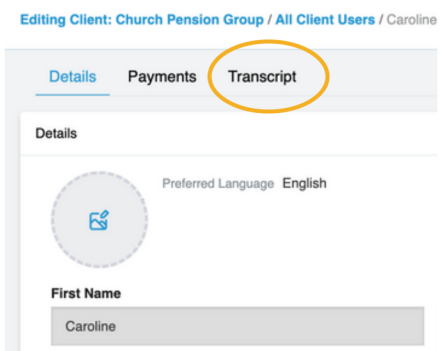4. Click the option you want and follow your computer's prompt to print or export.

COORDINATOR PRINT TRANSCRIPT

1. Log into your administrator account

2. Next to Invite and Manage Learners, click "Continue"

3. Search for the user you are looking for and click their name.

4. On their user page, there are three tabs above "Details." Click "Transcript."

5. On the user's Transcript page, there is an option on the right hand side under your initials to "Print Transcript" or "Export Transcript CSV."
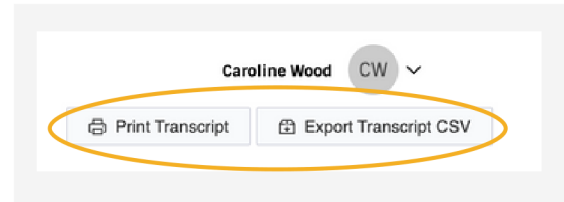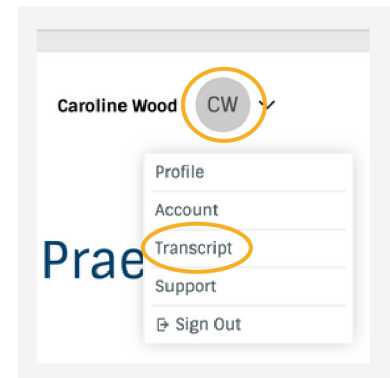
Print Transcript

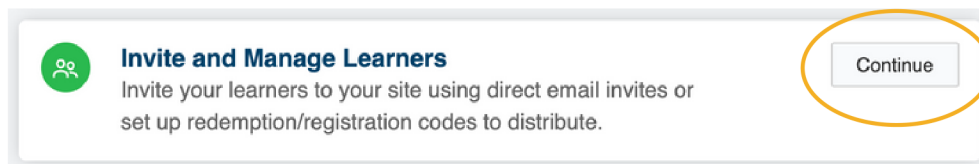Each user can print their transcript on their own, or you can find it on their account.

INDIVIDUAL USER PRINT TRANSCRIPT

1.Log into user account at www.praesidiumacademy.com/learn

2. In the top right hand corner, click your initials.

3. A drop down menu should appear. Click "Transcript"

4. On your Transcript page, there is an option on the right
hand side under your initials to "Print Transcript"
or "Export Transcript CSV."

4. Click the option you want and follow your computer's
prompt to print or export.
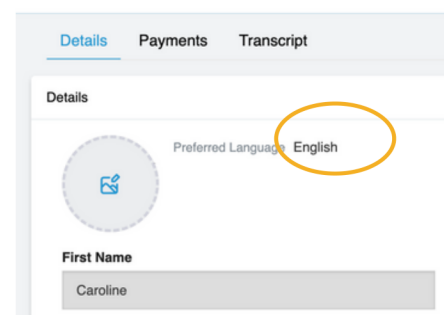
COORDINATOR PRINT TRANSCRIPT

1. Log into your administrator account

2. Next to Invite and Manage Learners, click "Continue"

3. Search for the user you are looking for and click their name.

4. On their user page, there are three tabs above "Details."
Click "Transcript."

5. On the user's Transcript page, there is an option on the right hand
side under your initials to "Print Transcript" or "Export Transcript
CSV."

Finding Courses

There are a couple of ways to find the courses required:

SEARCH BAR

1. Log into user account at www.praesidiumacademy.com/learn

2. Scroll down past the "My Learning" block and locate the Search bar under "Browse"

3. Search for a key word (i.e. rules, harassment, abuse)

4. The search should result in the course you are looking for showing up just on the right side of the search menu.
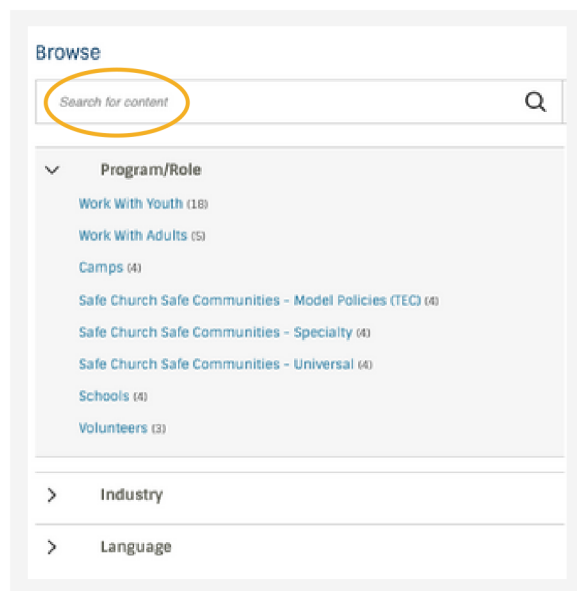
SELECTING A PROGRAM/ROLE TYPE

1. Log into your user account.

2. Scroll down past the "My Learning" block and locate the "Program/Role" menu under the search bar. The Episcopal Church has courses broken down into two sections: "Safe Church Safe Communities - Universal" and "Safe Church Safe Communities - Specialty."

3. Click one of these options and complete the courses required by our diocese.

4. To view the other option, click the "X" in the filter menu. All courses and menu options will re-appear.
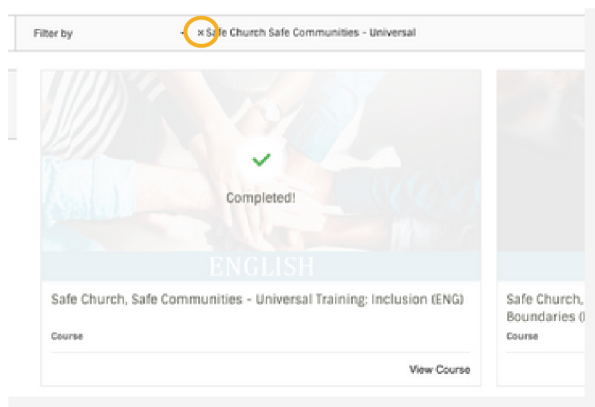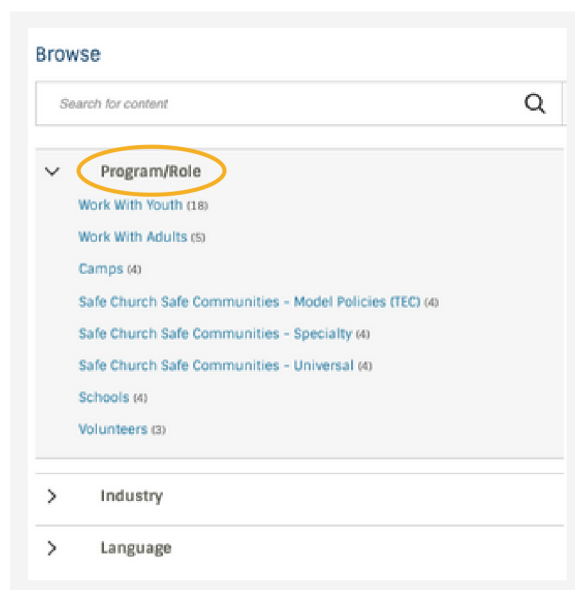
SAFE CHURCH COURSES
EPISCOPAL SCHOOL TEACHERS

- [ ] **Policies: Episcopal Diocese of East Tennessee**

- [ ] **Introduction and Theological Background**

- [ ] **Organizational Rules and Policies**

- [ ] **Healthy Boundaries**

- [ ] **Abuse and Neglect**

- [ ] **Inclusion**

- [ ] **Pastoral Relationships**

- [ ] **Preventing Sexual Harassment for Workers**

- [ ] **Bullying**

- [ ] **Duty to Report: Mandated Reporter**

ONCE YOU HAVE FINISHED ALL OF YOUR COURSES, PLEASE SHARE YOUR TRANSCRIPT WITH YOUR SAFE CHURCH COORDINATOR.

ON PRAESIDIUM, GO TO THE TOP RIGHT HAND CORNER AND CLICK ON YOUR INITIALS. A DROP DOWN MENU APPEARS; CLICK "TRANSCRIPT." THEN CLICK "PRINT TRANSCRIPT."

SAFE CHURCH COURSES
EPISCOPAL SCHOOL BEFORE AND AFTERCARE

☐	**Policies: Episcopal Diocese of East Tennessee**

☐	**Introduction and Theological Background**

☐	**Organizational Rules and Policies**

☐	**Healthy Boundaries**

☐	**Abuse and Neglect**

☐	**Inclusion**

☐	**Bullying**

☐	**Duty to Report: Mandated Reporter**

ONCE YOU HAVE FINISHED ALL OF YOUR COURSES, PLEASE SHARE YOUR TRANSCRIPT WITH YOUR SAFE CHURCH COORDINATOR.

ON PRAESIDIUM, GO TO THE TOP RIGHT HAND CORNER AND CLICK ON YOUR INITIALS. A DROP DOWN MENU APPEARS; CLICK "TRANSCRIPT." THEN CLICK "PRINT TRANSCRIPT."

SAFE CHURCH COURSES
EPISCOPAL SCHOOL GOVERNANCE

- [ ] **Policies: Episcopal Diocese of East Tennessee**

- [ ] **Introduction and Theological Background**

- [ ] **Organizational Rules and Policies**

- [ ] **Healthy Boundaries**

- [ ] **Power and Relationships**

- [ ] **Abuse and Neglect**

- [ ] **Inclusion**

- [ ] **Pastoral Relationships**

- [ ] **Preventing Sexual Harassment for Managers and Supervisors**

- [ ] **Bullying**

- [ ] **Duty to Report: Mandated Reporter**

ONCE YOU HAVE FINISHED ALL OF YOUR COURSES, PLEASE SHARE YOUR TRANSCRIPT WITH YOUR SAFE CHURCH COORDINATOR.

ON PRAESIDIUM, GO TO THE TOP RIGHT HAND CORNER AND CLICK ON YOUR INITIALS. A DROP DOWN MENU APPEARS; CLICK "TRANSCRIPT." THEN CLICK "PRINT TRANSCRIPT."