DIOCESE OF EAST TENNESSEE

SAFE CHURCH SAFE COMMUNITIES GUIDEBOOK FOR SCHOOLS

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Welcome

Welcome to the Diocese of East Tennessee Safe Church Safe Communities Guidebook for Schools. Participating in this process helps us foster communities that reflect our values. This document is a tool to help you navigate the process. It contains condensed information specifically targeted toward our schools.

This is not a copy of the Diocesan Policies and Procedures, those must be read separately and signed as part of your training.

If you encounter trouble or have questions, contact your school office or Safe Church Coordinator. Copies of complete policies and procedures can be found at your parish or at dioet.org/safe-church.

Steps for Safe Church Compliance

Application, Interview, and Reference → Public Records Checks → Education & Training

Frequently Asked Questions

Who is required to go through training?

Anyone who serves in our churches, schools, or camps as a volunteer or paid worker. This includes but is not limited to clergy, youth and children's ministers, vestry members, key holders, lay leaders, all paid church staff, and summer/day camp workers/volunteers.

How long does the training take?

Safe Church, Safe Communities training ranges from 2 to 3.5 hours, depending on which courses are required for your role.

How often do I need to do this?

Training must be completed every three years and screening checks must be renewed according to state requirements.

How do I get an online account?

Each school should have someone who serves as the "Safe Church Coordinator." This person will either create your account for you or share a code with you so you can create your own account.

I completed the training through my parish, do I have to take it again?

Courses are valid within all diocesan entities and can be transferred between parishes/schools. Proof of transcript and approval from school governance and/or the Safe Church Coordinator is required.

Screening and Training Requirements

Screening Requirements

Schools must follow state requirements for applications, interviews, references and public record checks. If you have questions regarding screening contact your school office.

Training Requirements

Training fosters a culture of safety and inclusion for all people and covers a broad overview of issues of vulnerability, power, and healthy boundaries.

Training is divided into different courses to enable learners to complete the training either in increments or all at once. Different roles require different levels of training. Course requirement checklists for each category are included on later pages of this document. For more detailed information on roles that fall under each category please refer to the official policies and procedures.

Training is completed in partnership with Praesidium Academy and should be renewed every three years. Safe Church Coordinators oversee accounts and maintain records that are reported to the diocese. If you are having trouble with your account contact your school office first.

If you find the content to be triggering at any time, please contact your mental heath provider or your school office for resources.

Screening and Training Requirements

What Courses Should I Take?

Training for schools is divided into three categories: Governance, Paid Staff, and Before/Aftercare. We recommend that volunteers take the same courses as Before and Aftercare workers. Staff who are also episcopal clergy must meet the requirements for clergy members as listed in the Diocesan Policies and Procedures. Course lists for each group can be found on the following pages.

How long Does it Take?

Safe Church, Safe Communities training ranges from 2 to 3.5 hours, depending on which courses are required for your role. The training is broken into multiple modules, so users are able to take only the courses needed for their role. This also allows you to complete the training in stages, to accommodate your schedule.

Category	Number of Modules	Total Time of Training
Governance/ School Board	11	3.5 hours
Paid Staff	10	3 hours
Before/After Care & Volunteers	8	2.25 hours

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."

SAFE CHURCH COURSES
EPISCOPAL SCHOOL PAID STAFF

☐	**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.

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SAFE CHURCH COURSES
EPISCOPAL SCHOOL BEFORE/AFTERCARE AND VOLUNTEERS

☐	**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.

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Praesidium Academy
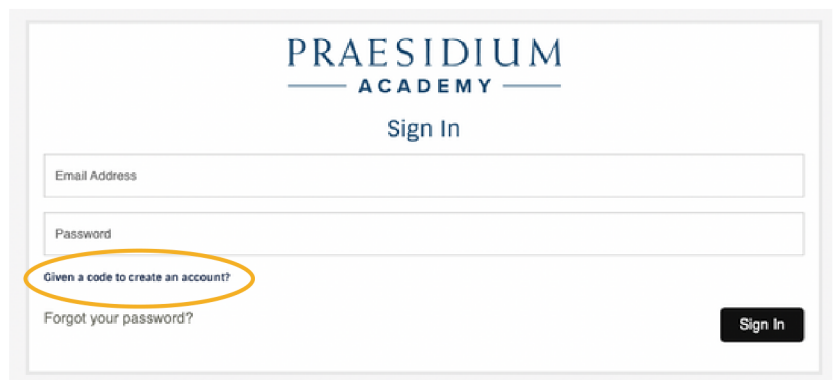
Create an Account With Email

Use if the Safe Church Coordinator has created an account for you.

1. Look for an invite email from Praesidium Academy. Be sure to check your spam/junk folder if you are having trouble finding it.

2. Follow the instructions to log in and get started.

Create an Account With Code

Use if you have been given a code from your school.

1. Visit www.praesidiumacademy.com/learn

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

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

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

5. Learner will fill out a short questionnaire about their role in the organization.

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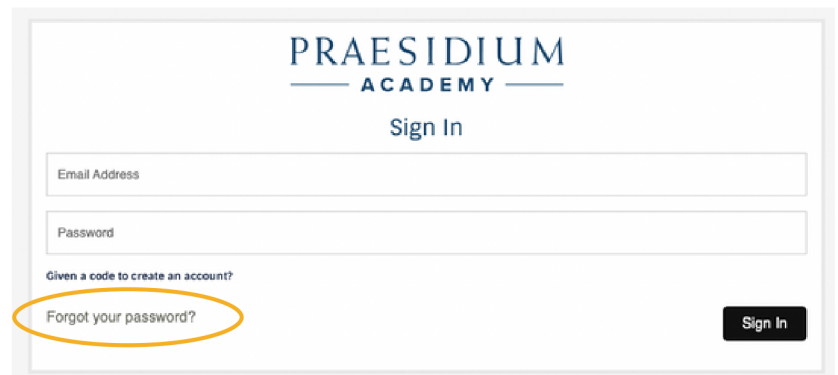
Forgot Password

Each user can reset their password on their own, or ask for assistance from their Safe Church Coordinator.

INDIVIDUAL USER RESET

1. visit www.praesidiumacademy.com/learn.

3. Click "Forgot your password?"

4. Walk through the steps to reset password.
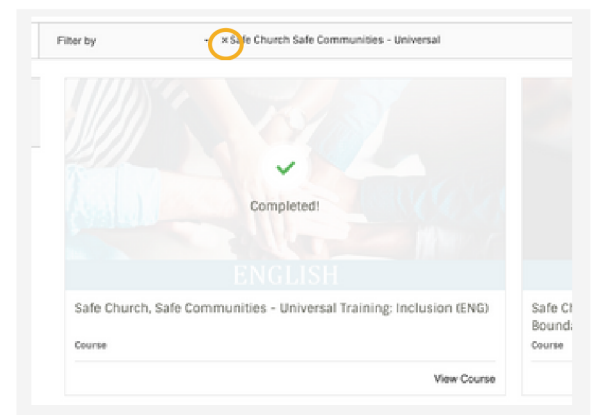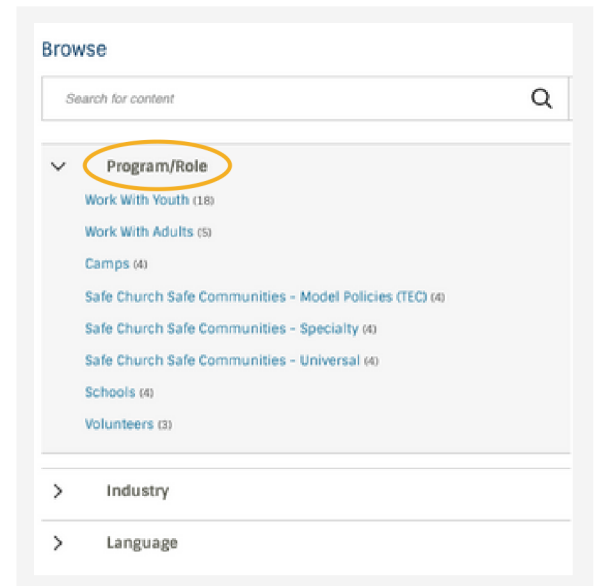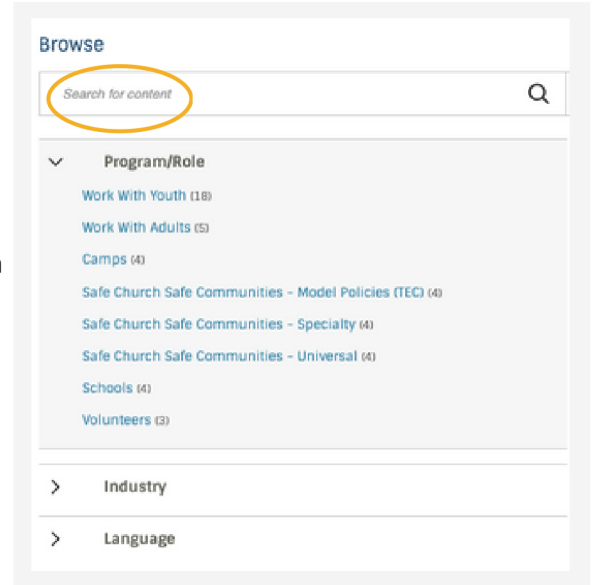
Praesidium Academy

Finding Courses

When you log in, you should only be able to see the courses that have been approved by the diocese. If you would like to search for a specific course there are a couple of ways to find them:

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 courses are 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 the diocese.

4. To view the other option, click the "X" in the filter menu. All courses and menu options will re-appear.

Praesidium Academy

Print/Save Transcript

Each user can print their transcript on their own.

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.
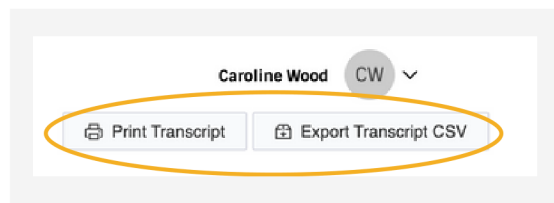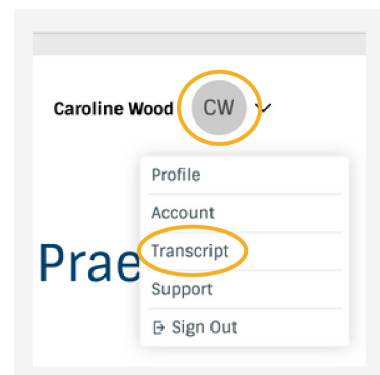
Need Praesidium Help?

If you are having trouble with your account, contact your Parish Safe Church Coordinator. They have tools to help, and can submit a support ticket if needed.

Content Advisory

Some of the content in these courses may be difficult to process; however, it is important for understanding the full impact of the problem and risk of sexual abuse. If this content is triggering, please reach out to your mental health provider or to your parish for resources.

Reporting Abuse or Misconduct

Mandated Reporting

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.

Reporting Abuse and Misconduct

Diocesan Contacts and Intake Officers

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 Committee. Please contact the Diocesan Office for their information.

FOR REPORTING CLERGY MISCONDUCT:

By phone call:
The Ven. Canon Jerry Askew
865-346-4004

By email:
The Ven. Canon Jerry Askew, 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 the Canon to the Ordinary 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