

**The Online Armatus System which holds our Safeguarding training is now set up to only show a student the classes that are recommended for them. As an administrator when you set up a new student it is important that you select their primary position. Below you will see the available positions as well as what type of persons fall into that ministry.**

Clergy
Active Clergy including clergy who are retired but supplying or assisting in congregations.

Program Director
Primary Youth Minister, Children's Minister, Choir director if Children Choir, School directors, dio staff who oversee programming, adult ministries directors

Diocesan Staff
Diocesan staff who do not work directly with children or youth

Vestries
Diocesan staff who do not work directly with children or youth

Teacher
Sunday School Teacher VBS volunteer

Lay Eucharistic Visitor
Lay Eucharistic Visitors, Ministries with Seniors and Homebound parishoners,

Church Staff
Paid employees in a church office.

School Staff
Paid staff working in a nursery, day school or Mother's Day out Program

Child Worker
Person serving in Ministry with Ages 0-11

Youth Worker
Person serving in ministries with ages 11-18

Camp Staff
Paid employees of a camp facility

N/A
When this position is selected the student sees all classes available.

For questions about what position an employee or volunteer might fall into please email or call Randall Curtis [rcurtis@episcopalar-kansas.org](mailto:rcurtis@episcopalar-kansas.org) at the Diocesan Office.

## **Classes Recommended by Position**

### **Clergy**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Bullying  
Preventing Sexual Activity Between Young Children  
Preventing Sexual Harassment: Employee Edition  
Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries  
Duty To Report Mandated Reporter  
Social Media Safety  
Supervising for a Positive Work Environment  
Recognizing Abuse and Exploitation in Elder Serving Programs

### **Program Director**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Bullying  
Preventing Sexual Activity Between Young Children  
Preventing Sexual Harassment: Employee Edition  
Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries  
Duty To Report Mandated Reporter  
Social Media Safety  
Supervising for a Positive Work Environment  
Recognizing Abuse and Exploitation in Elder Serving Programs

### **Diocesan Staff**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Sexual Harassment: Employee Edition  
Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries

### **Vestries**

Keeping Your Church Safe  
Your Policies  
Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries

### **Teacher**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Sexual Activity Between Young Children

### **Church staff**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Sexual Harassment: Employee Edition  
Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries

### **School staff**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Sexual Harassment: Employee Edition  
Preventing Sexual Activity Between Young Children  
Duty To Report Mandated Reporter

### **Children's ministry volunteer**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries  
Preventing Sexual Activity Between Young Children  
Duty To Report Mandated Reporter

**Youth Worker**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Bullying  
Safeguarding God's People: Preventing Sexual  
Exploitation in Communities of Faith - for Ministries  
Duty To Report Mandated Reporter  
Social Media Safety

**Camp Staff**

Abuse Prevention Refresher  
Keeping Your Camp Safe  
Your Policies  
Preventing Bullying  
Preventing Sexual Activity Between Young Children  
Safeguarding God's People: Preventing Sexual  
Exploitation in Communities of Faith - for Ministries  
Duty To Report Mandated Reporter  
Social Media Safety

**Eucharistic visitor**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Safeguarding God's People: Preventing Sexual  
Exploitation in Communities of Faith - for Ministries  
Recognizing Abuse and Exploitation in Elder Serving  
Programs  
Your Policies

**N/A (Default position which opens up all classes)**

Abuse Prevention Refresher  
Keeping Your Church Safe  
Your Policies  
Preventing Bullying  
Preventing Sexual Activity Between Young Children  
Preventing Sexual Harassment: Employee Edition  
Safeguarding God's People: Preventing Sexual  
Exploitation in Communities of Faith - for Ministries  
Duty To Report Mandated Reporter  
Social Media Safety  
Supervising for a Positive Work Environment  
Recognizing Abuse and Exploitation in Elder Serving  
Programs

# Online Classes and Descriptions

## Abuse Prevention Refresher

In “Advanced Abuse Prevention” you'll build on this knowledge and learn new information about:

1. How sexual abuse occurs in organizations.
2. How to use red flags to keep kids safe.
3. How to prevent false allegations of abuse.
4. How to prevent sexual activity between children.
5. How to apply what you know!

## Keeping Your Church Safe

God has entrusted you with something precious to Him - His children. Designed with the special needs of churches in mind, in “Keeping Your Church Safe” you will learn five specific ways your actions can keep children safe; the importance of keeping a watchful eye; what to do in the case of suspicious situations; and how to respond to inappropriate behavior. This course is a vital asset to your church ministries as it includes information about how molesters operate and provides helpful guidelines for screening applicants and keeping children safe throughout your church.

## Your Policies

Policies of the Episcopal Diocese of Arkansas.

## Preventing Bullying

Bullying, in some way, is a part of everybody's childhood memories. However, the severity of recent incidents has shown that bullying can no longer be a “normal” part of growing up. Participants will learn:

- What bullying is.
- Why it's a problem.
- What the different types of bullying are.
- How bullying happens.
- How you can prevent a child from being bullied.

## Preventing Sexual Activity Between Young Children

Recent statistics indicate that incidents of sexual activity among young children in child-care programs have increased dramatically. Learn how to determine if these actions are normal sexual curiosity, how to prevent them from occurring, and how to respond if they do occur.

## Preventing Sexual Harassment: Employee Edition

All employees want to work in an environment free of sexual harassment. In this course, employees learn the damaging effects of harassment on individuals and organizations. They also learn how to prevent, detect, and appropriately respond to sexual harassment.

Teaching points include:

- How to recognize different types of harassment
- How to determine if a situation is or is not sexual harassment
- How to prevent sexual harassment
- How to respond to sexual harassment

## Safeguarding God's People: Preventing Sexual

Exploitation in Communities of Faith - for Ministries

In this course you will learn:

- How sexual exploitation happens
- How to maintain a healthy ministry
- How to respond to sexual exploitation

## **Duty To Report: Mandated Reporter**

Adults have a moral responsibility – and in many cases a legal responsibility – to report suspected child abuse or neglect. In this course you will learn:

- Why reporting suspected abuse and neglect is critical.
- What your legal responsibilities are to report suspected abuse and neglect.
- What types of conduct must be reported.
- How to report suspected abuse and neglect.
- How to respond if a child discloses abuse or neglect to you.

## **Social Media Safety**

Social media safety is a relevant topic for everyone who works with young people. This course introduces guidelines for protecting the youths in your care when using social media and electronic communication. You will learn how to:

- Identify the risks of using social media and other forms of electronic communication.
- Follow policies and best practices governing the use of social media and electronic communication.
- Educate youths and parents about online safety.
- Respond appropriately to improper and illegal use of social media/electronic communication.

## **Supervising for a Positive Work Environment**

As a supervisor, you play an important role in complying with employment laws and encouraging a positive workplace environment. In this course, designed for supervisors at all levels of an organization, you learn the damaging effects of discrimination, harassment, and retaliation on employees and organizations. You will leave the course with the knowledge and skills to recognize, prevent, and appropriately respond to discrimination, harassment, and retaliation in your organization.

Teaching points include:

- What constitutes workplace discrimination, harassment, and retaliation.
- How big of a problem discrimination, harassment, and retaliation are.
- What the law requires you to do, as a supervisor, to prevent, stop, and respond to discrimination, harassment, and retaliation.
- Important legal concepts about discrimination, harassment, and retaliation.
- What you should do if you are accused of discrimination, harassment, or retaliation.