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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clergy</td>
<td>Active Clergy including clergy who are retired but supplying or assisting in congregations.</td>
</tr>
<tr>
<td>Program Director</td>
<td>Primary Youth Minister, Children's Minister, Choir director if Children Choir, School directors, dio staff who oversee programming, adult ministries directors</td>
</tr>
<tr>
<td>Diocesan Staff</td>
<td>Diocesan staff who do not work directly with children or youth</td>
</tr>
<tr>
<td>Vestries</td>
<td>Diocesan staff who do not work directly with children or youth</td>
</tr>
<tr>
<td>Teacher</td>
<td>Sunday School Teacher VBS volunteer</td>
</tr>
<tr>
<td>Lay Eucharistic Visitor</td>
<td>Lay Eucharistic Visitors, Ministries with Seniors and Homebound parishioners,</td>
</tr>
<tr>
<td>Church Staff</td>
<td>Paid employees in a church office.</td>
</tr>
<tr>
<td>School Staff</td>
<td>Paid staff working in a nursery, day school or Mother's Day out Program</td>
</tr>
<tr>
<td>Child Worker</td>
<td>Person serving in Ministry with Ages 0-11</td>
</tr>
<tr>
<td>Youth Worker</td>
<td>Person serving in ministries with ages 11-18</td>
</tr>
<tr>
<td>Camp Staff</td>
<td>Paid employees of a camp facility</td>
</tr>
<tr>
<td>N/A</td>
<td>When this position is selected the student sees all classes available.</td>
</tr>
</tbody>
</table>

For questions about what position an employee or volunteer might fall into please email or call Randall Curtis rcurtis@episcopalarkansas.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
- Preventing Sexual Harassment: Employee Edition
- Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries
- 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.
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
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.