

Safeguarding “Training Only” Agreement

Dear _____ (Vendor / Organization Representative),

Churches and schools in the Episcopal Diocese of West Texas are invited to complete Safeguarding certification *for your employees* by using the “**Training Only**” option. Under the “Training Only” option, employees are trained in the Diocesan Safeguarding policies. Please review the following information before submitting the attached form.

Safeguarding “Training Only” option for Vendors and Organizations

Because churches and schools in the Diocese of West Texas have requirements for hiring and screening employees, any vendor / organization employees who are working with or in the vicinity of children are also required to have the same requirements and maintain Safeguarding certification screening records for employees.

You must have the following information on all of your employees / representatives:

Interview (face to face)

Application containing current contact information and employment history

References from at least two people with positive responses to the screening questions

Background Check including a nationwide criminal and sex offender data base check

Vendor / Organization must maintain employee personnel files (including all the above information) that can be made available to the Diocesan entity upon request.

Certification Requirements using “Training Only”

All employees / representatives of your organization working with or around children and teens at our Diocesan entities must complete *Safeguarding God’s Children* (SGC) certification within 30 days of being on the property.

Every five years, the employee / representative must update background check and complete SGC certification again.

We appreciate your help in ensuring God’s children are safe.

Diocesan Entity Representative

Diocesan Entity Name

Safeguarding "Training Only" Agreement

Name of Vendor / Organization _____ City _____

I affirm that the screening practices for employees / representatives are equal to or exceed those required in Diocesan *Policies for the Protection of Children and Youth*.

Our screening practices include: (initial to confirm)

- _____ Personal Interview
- _____ Application containing current contact information and employment history
- _____ Reference Checks from at least two people with positive responses to the screening questions
- _____ Background Checks from a nationwide criminal and sex offender data base and renewed, at minimum, every five years.

We renew our background checks every _____ year(s).

Our organization will use the "Training Only" option for our employees / representatives to completing *Safeguarding God's Children* training within 30 days of this agreement.

_____ All employees / representatives who will be working with the Diocesan entity around children will be trained in *Safeguarding God's Children*.

_____ A copy of an employee's personnel file (including all the above information) will be provided to the Diocesan entity, if requested.

_____ All employees / representatives who will be working with the Diocesan entity around children will be trained on the Diocesan *Safeguarding God's Children Handbook and Policies for the Protection of Children and Youth*

Vendor / Organization (signature) _____ Date _____

For Diocesan Entity Use

Name of person _____ Certification Date _____

Name of person _____ Certification Date _____

Name of person _____ Certification Date _____

Name of person _____ Certification Date _____

Name of person _____ Certification Date _____

Name of person _____ Certification Date _____

Name of person _____ Certification Date _____