



*Episcopal Diocese of Northern California*

# **SAFE CHURCH GUIDE**

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## SAFE CHURCH REQUIREMENTS

Position	Background Screenings				LiveScan Fingerprinting <i>(Only completed once. Not renewed.)</i>	Promoting a Safe Environment: Employee/Supervisor Sexual Harassment Training - CA <i>(Renew every 2 years)</i>
	Mandated Reporter <i>(Renew every 2 years)</i>	Background Check <i>(Renew every 5 years)</i>	DMV Records Check	Credit Check		
Active Clergy	X	X	X	X	X	Required by all active clergy and lay employees <b>ONLY IF</b> the employer has a combination of 5 or more employees and volunteers (see note below)
Lay Employees	X	X	If authorized to drive	Required for Treasurers and check signers	X	
Unpaid Administrators <i>(Including Vestry/Mission Committee Members)</i>	X	X			X	See Note Below
Volunteers	See Note Below	See Note Below			See Note Below	

**Note:**

- Administrators are those who manage the organization which can include records and accounts. Vestry members are also considered administrators.
- Volunteers are only required to complete the Mandated Reporter training, Background Check, LiveScan Fingerprinting, and Sexual Harassment training if 18 years of age or older and have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.
- In determining whether an employer meets the threshold and is subject to the sexual harassment prevention training requirement, independent contractors, volunteers, and unpaid interns are also counted in addition to employees. For example, if an employer has 2 part-time employees and 6 volunteers, the employer would meet the threshold requirement and would need to ensure the 2 part-time employees complete the training. The 6 volunteers would not be required to do so but are welcome to. While volunteers, independent contractors, and unpaid interns are not required to take this training, employers might consider encouraging it as a best practice.

## California Mandated Reporter Training

[\(Required by California AB506\)](#)

- Per California law, all administrators (paid or unpaid) and employees (clergy & lay) must complete this training
- Volunteers 18 years of age or older that have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year must also complete this training
- Must be renewed every 2 years
- **To take this free training through Praesidium:**
  - Click [HERE](#) to sign into your Praesidium account
  - Scroll down to navigate to the list of available trainings. You will see many trainings which you are welcome to take at no cost, however you are not required to take any trainings not mentioned on our website here.
  - Select the “CANRA.Mandated.Reporter” training, and click “*Start Course*”
- If you do not have a Praesidium account, please contact your church’s Safe Church Administrator. Each church is assigned an administrator to manage Praesidium accounts. If you do not know who your Safe Church Administrator is, please contact the Clergy in charge, Senior Warden, or Parish Administrator at your church. If your church does not have a Safe Church Administrator, please contact Michelle Karimi at [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org).

## Background Screenings

[\*\(Required by California AB506\)\*](#)

### Background Checks:

- Per California law, all administrators (paid or unpaid) and employees (clergy & lay) must complete a background check
- Volunteers 18 years of age or older that have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year must also complete a background check
- For new clergy, a full background check must be completed through Oxford Documents. Please contact [jacqi@norcalepiscopal.org](mailto:jacqi@norcalepiscopal.org) for assistance with this.
- Background checks must be renewed every five years through Praesidium. Renewals cost \$20 on average, depending on the number of recent counties of residence of the person being checked. The congregation is invoiced after the background check is complete.
- **To complete or renew a background check:**
  - Reach out to your church's Safe Church Administrator as they will need to initiate the request before you can complete the form
  - Once the Administrator places the request, you can log into your [Praesidium](#) account, scroll through the list of trainings, and click on "*Background Check*"
  - From there you simply complete and submit the form online
- Administrators – Click [HERE](#) for instructions on how to run a background check (pg.9)
- If you do not know who your Safe Church Administrator is, please contact the Clergy in charge, Senior Warden, or Parish Administrator at your church. If your church does not have a Safe Church Administrator, please contact Michelle Karimi at [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org).

### Credit Checks:

- Are completed through Oxford Documents and cost \$15 per report
- Required for all Treasurers and check signers
- **To run a credit check:**
  - Administrators must email the following information to [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org) to initiate the credit check process: Full legal name of individual in need of credit check and their email

## LiveScan Fingerprinting

*(Required by California AB506)*

- Per California law, all administrators (paid or unpaid) and employees (clergy & lay) must complete a fingerprint based state and federal-level LiveScan background check
- Volunteers 18 years of age or older that have direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year must also complete a LiveScan
- **Steps to complete a LiveScan:**
  1. Download, complete and send the [BCIA 9018 – CalVECHS Waiver Agreement](#) to [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org)
  2. Download, complete and print the BCIA 8016VECHS – Request for LiveScan Service: [Employee](#) | [Volunteer](#) (you will submit this to the LiveScan location)
  3. Go to: <https://oag.ca.gov/fingerprints/locations>
  4. Scroll down and select your county from the list
  5. Visit the nearest LiveScan location to you
  6. Submit your BCIA 8016VECHS form to the LiveScan operator
  7. Pay the fee to the operator (*please let us know ahead of time if you need a scholarship to cover the cost*)
  8. Get fingerprinted
- **Please note:** LiveScan fingerprinting results cannot be used for multiple purposes. Each LiveScan submission is tied to a specific request or agency and is processed for a particular background check purpose. Therefore, even if you have had a LiveScan completed elsewhere, you will still need to complete a new one with our application form. For example: a teacher had a LiveScan completed as part of their job as a Sunday School teacher meeting the volunteer requirements, the state law states they must still complete another LiveScan.
- **When an individual is no longer an employee, volunteer, or affiliated with your church in the capacity in which they were when the LiveScan was completed, you MUST inform our office via an email to [benefits@norcalepiscopal.org](mailto:benefits@norcalepiscopal.org) stating so, as we are required by law to notify the state via the LiveScan portal, in order to have them removed from their notifications list.**

**Questions? Contact Michelle Karimi at [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org), or (916) 442-6918.**

## Sexual Harassment Training

- Per California law, employers with five or more employees are required to provide sexual harassment prevention training to all clergy, lay employees, and volunteers.
- This mandatory training (30 minutes) for supervisors and non-supervisory employees must also take place within six months of hire or promotion and every two years thereafter. Taking these individual learner courses in a group setting will not satisfy the requirements.
- Must be renewed every 2 years
- In determining whether an employer meets the threshold and is subject to the sexual harassment prevention training requirement, independent contractors, volunteers, and unpaid interns are also counted in addition to employees.
- For example, if an employer has 2 part-time employees and 6 volunteers, the employer would meet the threshold requirement and would need to ensure the 2 part-time employees complete the training. The 6 volunteers would not be required to do so but are welcome to.
- While volunteers, independent contractors, and unpaid interns are not required to take this training, employers might consider encouraging it as a best practice.
- **To take this training:**
  - Click [HERE](#) to sign into your Praesidium account
  - Scroll down to navigate to the list of available trainings. You will see many trainings which you are welcome to take at no cost, however you are not required to take any trainings not mentioned on our website here.
  - If you are a supervisor, select the “*Promoting a Safe Environment: Supervisor Sexual Harassment Training – CA*” and click “*Start Course*”
  - If you are not a supervisor, select the “*Promoting a Safe Environment: Employee Sexual Harassment Training – CA*” and click “*Start Course*”
  - As the diocese has access to view completed trainings, you do not need to send us your certificate of completion; however, you should discuss this with your church as they may want a copy for their records.
- If you do not have a Praesidium account, please contact your church’s Safe Church Administrator. Each church is assigned an administrator to manage Praesidium accounts. If you do not know who your Safe Church Administrator is, please contact the Clergy in charge, Senior Warden, or Parish Administrator at your church. If your church does not have a Safe Church Administrator, please contact Michelle Karimi at [michelle@norcalepiscopal.org](mailto:michelle@norcalepiscopal.org).

## **Additional Recommended Trainings**

*While the free trainings listed below are not required, they are recommended for those that are interested.*

### **Safe Church, Safe Communities: Introduction & Theological Background**

An introduction that discusses the model policies of The Episcopal Church, set forth expectations for its leaders in their relationships with children, youth and adults. Our hope is to foster the highest standards of behavior in ministry setting across The Episcopal Church. In living into these policies and practices, we are living into our love for each other and our love for the world.

### **Safe Church, Safe Communities: Organizational Rules & Policies**

An overview of model policies, best practices, and screening, monitoring, and supervision standards.

### **Safe Church, Safe Communities: Healthy Boundaries**

A review of how to respond to unhealthy boundary violations (physical, emotional, external, etc.) and the benefits of managing healthy boundaries.

### **Safe Church, Safe Communities: Power and Relationships**

Define healthy relationships within hierarchies and how to respond to unhealthy expressions of power.

### **Safe Church, Safe Communities: Abuse & Neglect**

Learn the warning signs of abuse and neglect as well as how to respond and report instances of abuse or neglect.

### **Safe Church, Safe Communities: Inclusion**

An overview of what it means to be an inclusive community, including requirements of commitment and how to recognize and respond to discriminatory language and behaviors.

### **Safe Church, Safe Communities: Pastoral Relationships**

This course will help you learn about the impact of abuse, pastoral power dynamics, navigating pastoral relationships and self-care.

### **Safe Church, Safe Communities: Bullying**

An overview of types of bullying and how to identify, respond to, and report instances of bullying.

## Resources, Policies & Forms

### Child Abuse Prevention

- [Safe Church Policies For Children](#)
- [Child Abuse Law](#)
- [CA Child Protective Services Emergency Numbers](#)
- [Clergy As Mandated Reporters Of Child Abuse](#)
- [What You Should Know About Mandated Reporting](#)
- [California Mandated Reporting Steps](#)
- [Suspected Child Abuse Form](#)
- [Suspected Child Abuse Form Instructions](#)
- [Covenant For Sexual Responsibility](#)
- [Field Trip Permission Form](#)
- [Permission For Minor To Travel](#)
- [Training Record](#)
- [Vehicle Driver Form](#)
- [Record Of Contact Child](#)
- [Screening Form For Children Or Youth Work](#)
- [Secondary Screening Form For Children And Youth Ministry Workers](#)

### Exploitation Prevention

- [Record Of Contact](#)
- [Note Of Concern For Training](#)
- [Exploitation Prevention Policy](#)
- [Elder Abuse Reporting Guide](#)
- [Code Of Conduct](#)

### Harassment Prevention

- [Domestic Violence Clergy Training](#)
- [GC Resolution A156 Appendix B Sexual Misconduct Exploitation](#)
- [Safe Church Policies For The Prevention Of Harassment](#)