

Trainer Agreement Information

Thank you for your support of the Safeguarding Ministry

Dear Trainer,

Thank you for being a part of EDOT's commitment to establish and nurture a culture of health, safety and mutual care in our churches, schools and organizations. Your dedication to informing and preparing all who work and serve in these communities is invaluable and deeply appreciated.

Reminders for you:

- To maintain your status as a trainer, each year you must complete and sign the current year Trainer Agreement, due in the Safeguarding Office each February. The Head of your Church, School or Organization must also sign the agreement.
- To ensure consistent practices, current year Trainer Packets and policies are posted online at **epicenter.org/safeguarding-trainers-corner**. Please print the materials you use directly from the website.
- To “refresh” your training skills, you are urged to participate in one (annually) of the quarterly **Trainer Talks**, offered online by the Safeguarding staff to facilitate the sharing of information and experiences. You are expected to read the Safeguarding Connection, the blog post e-mailed to you several times a year.
- If you choose to discontinue your work as a trainer, you are requested to contact the Safeguarding Office so that we can maintain current information.

Thank you again for your participation in all of our efforts to live into our baptismal promise to respect the dignity of every human being.

Sincerely,



The Rev. Canon Carol Petty
Canon for Wellness and Care
EDOT Safeguarding Minister

Please complete and return the attached agreement to the Safeguarding Office.

Email: kmuhlenbruch@epicenter.org Or Fax: 866.898.8976



2017 Trainer Agreement

Please provide the information below, sign the form, have your head of church, school or institution sign it and return it to the **Safeguarding Office**. Return the completed Agreement by February 15, 2017 or within 10 days of completing your trainer training. Submit this form prior to scheduling new trainings in SRS.

Trainer's Name _____

Program(s): check both if apply _____SG-Children Trainer _____SG-People Trainer

_____ I have logged in to SRS and have updated my profile information, providing my preferred and current address, phone number(s) and email address.

_____ I have downloaded and reviewed a copy of the Trainer Instructions for SRSv2 found on the website. <http://www.epicenter.org/safeguarding-records-system-srs/>

List institution(s) for which you train

Church: _____ City _____

and/or

School: _____ City _____

Other: _____ City _____

By initialing each of the following, you agree as a trainer to:

- Hold trainings as requested by the entity/entities listed above _____
- Enter your trainings into SRS, use SRS sign-out sheet for signatures at training and upload or return completed sign-out to the Safeguarding Office 1-5 days after completed training _____
- Update SRS with any changes in your contact information _____
- Prepare and provide all printed materials and supplies needed for training _____
- Consent to a back ground check every 5 years for re-certification _____
- Read all communications from the Safeguarding Office and use the Trainers Corner <http://www.epicenter.org/safeguarding-trainers-corner/> to maintain trainer proficiency _____
- When you retire as a trainer, let the Safeguarding Office know and leave all Safeguarding trainer materials at your church, school or organization _____
- Direct questions regarding policy interpretation to Canon Carol Petty _____

The Safeguarding Office agrees to:

- Be available by phone, email or in person to assist and support trainers
- Provide updated information and support materials to trainers via email, blogs and website
- Maintain records of all trainings

Trainer		Date	
Head: church, school, institution		Date	

Please send completed form via Fax: 866-898-8976 Or Email: kmuhlenbruch@epicenter.org