



CATHOLIC ARCHDIOCESE OF MELBOURNE

## Safeguarding Essentials Online Training Instructions

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### **Safeguarding Unit**

St Patrick's Centre, 486 Albert Street, East Melbourne VIC 3002 Australia. PO Box 146, East Melbourne VIC 8002 Australia

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*The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.*

## How to Register

1. Access Training [Click Here](#)

2. Enter either:

- 8 digit Working with Children (WWC) number eg 9985743A or 38958604 OR
- 6 digit VIT Number eg 960594

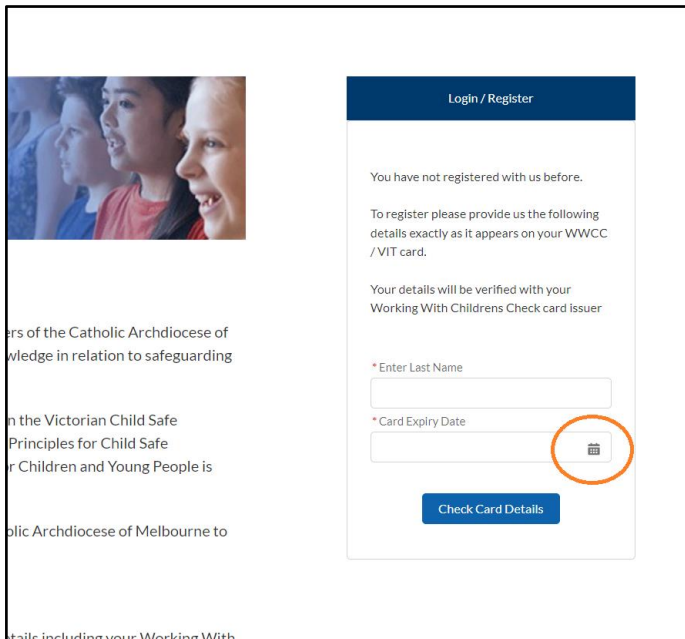
*Use the same number each time you log into the portal.*

Then click **Email my login code**

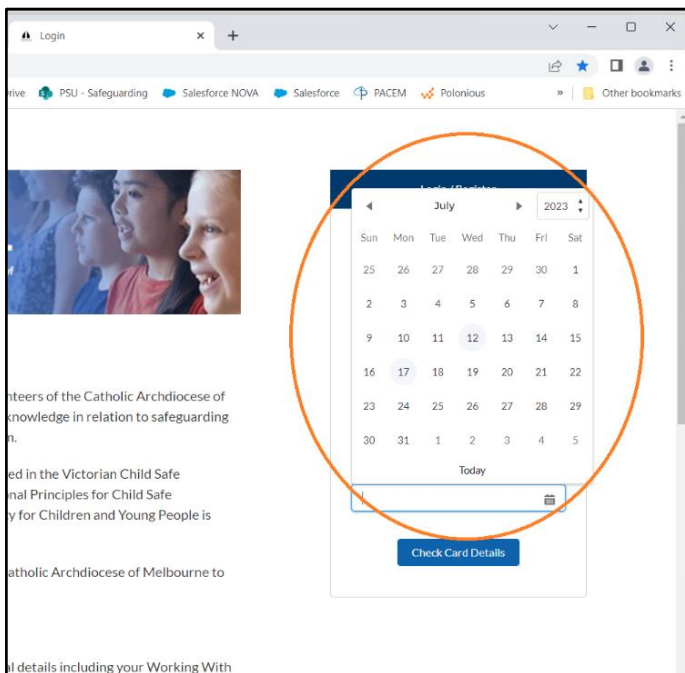
The screenshot shows a web browser window with the URL `safeguarding.melbournecatholic.org/s/login?ec=302&startURL=%2Fs%2F`. The page title is "SAFEGUARDING TRAINING FOR VOLUNTEERS, CLERGY AND STAFF". On the left, there is a banner with the text "Safeguarding is everyone's responsibility." and a sub-header "The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults." Below this, a welcome message states: "Welcome to the *Safeguarding Essentials* training module. This compulsory module has been developed for all clergy and volunteers of the Catholic Archdiocese of Melbourne (CAM). This module will provide you with foundational knowledge in relation to safeguarding children, young people and vulnerable persons from abuse and harm. The importance of training clergy and volunteers has been articulated in the Victorian Child Safe Standards, National Catholic Safeguarding Standards and the National Principles for Child Safe Organisations on which the CAM Safeguarding and Wellbeing Policy for Children and Young People is based. Completing this module affirms your commitment and that of the Catholic Archdiocese of Melbourne to". On the right, there is a "Login / Register" section. It asks the user to "Please enter any one of the following" and lists two options: "WWCC Card Number (first 8 digits)" and "VIT Card Number". A text input field is provided below these options, and it is circled in orange. Below the input field is a blue button labeled "Email my login code". At the bottom of the login/register box, there are two footnotes: "\*A one-time password will be emailed to registered volunteers" and "\*Unregistered volunteers will be provided with the option to register".

### 3. Enter your card details

Enter last name listed on your WWCC card or on your VIT Number. Enter the date using the calendar icon. Do not manually enter the date. Select the date from the calendar.

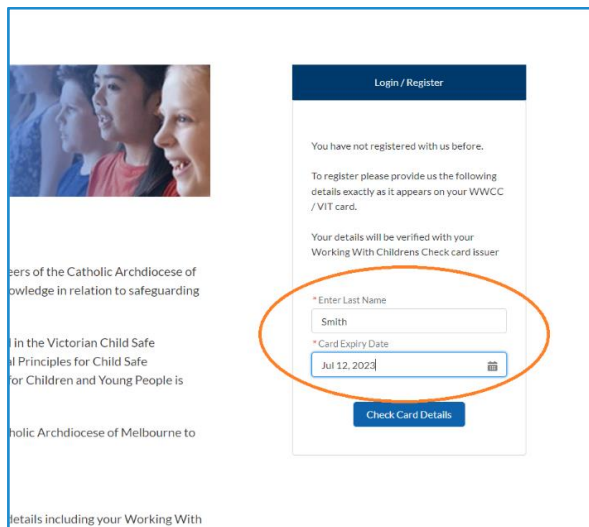


The screenshot shows a web page with a 'Login / Register' form. The form has a blue header with the text 'Login / Register'. Below the header, there is a message: 'You have not registered with us before. To register please provide us the following details exactly as it appears on your WWCC / VIT card. Your details will be verified with your Working With Childrens Check card issuer'. There are two input fields: '\* Enter Last Name' and '\* Card Expiry Date'. The 'Card Expiry Date' field has a calendar icon to its right, which is circled in orange. Below the input fields is a blue button labeled 'Check Card Details'.



The screenshot shows the same web page as the previous one, but with a calendar picker open. The calendar is for the month of July 2023. The date 17 is selected and highlighted in blue. The calendar picker is circled in orange. Below the calendar picker is a blue button labeled 'Check Card Details'.

Date will appear as below



The screenshot shows a 'Login / Register' form. On the left, there is a header image of three children and some text about the Catholic Archdiocese of Melbourne. The main form area has a blue header 'Login / Register'. Below it, there is a message: 'You have not registered with us before. To register please provide us the following details exactly as it appears on your WWCC / VIT card. Your details will be verified with your Working With Childrens Check card issuer.' There are two input fields: '\* Enter Last Name' with the value 'Smith' and '\* Card Expiry Date' with the value 'Jul 12, 2023'. The 'Card Expiry Date' field is highlighted with an orange circle. Below the fields is a blue button labeled 'Check Card Details'.

#### 4. Register your details:

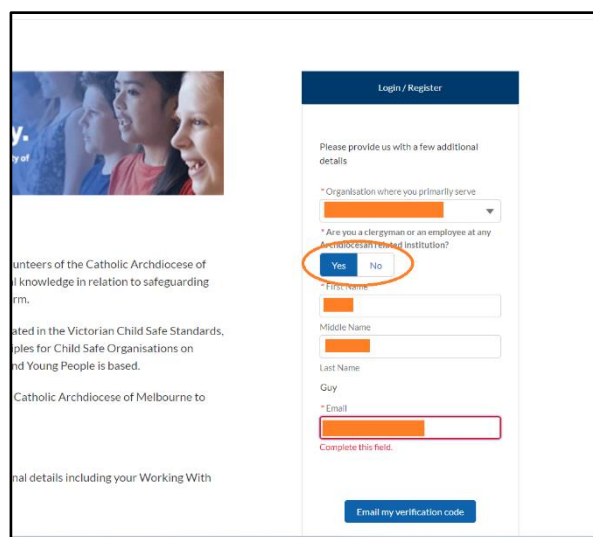
Enter your parish or CAM

If employee or Clergy click yes

If not click no

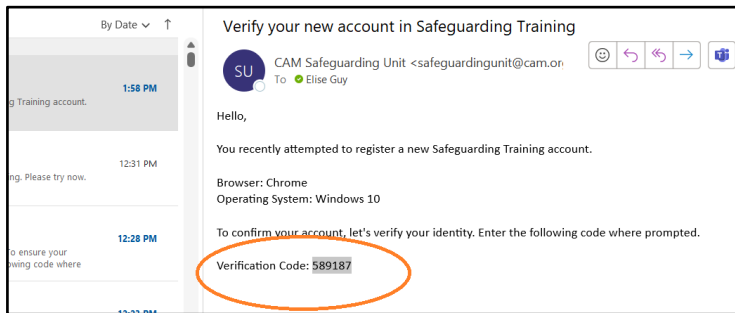
Enter first name, middle name and email address.

Your verification code will be sent to this email.

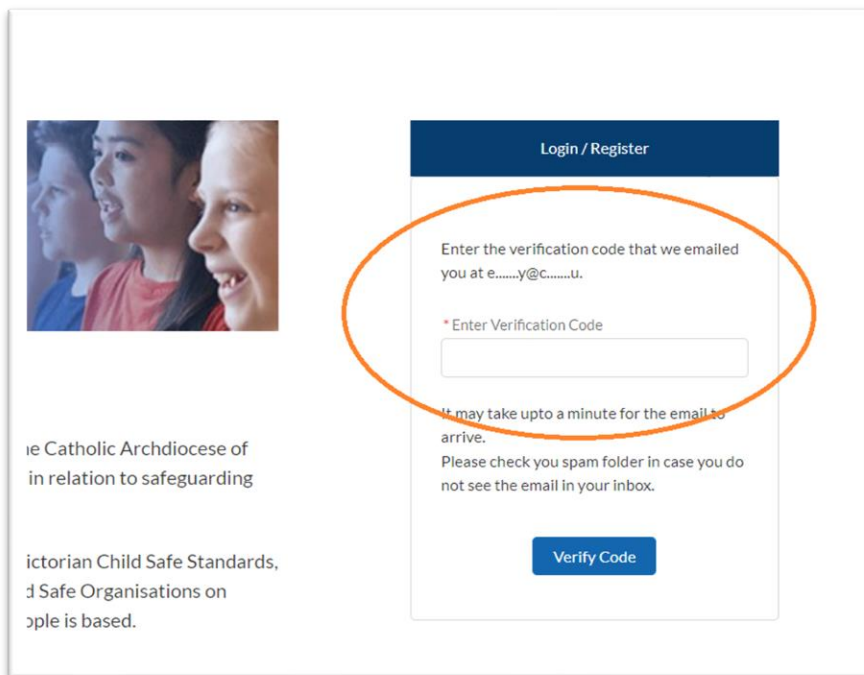


The screenshot shows the same 'Login / Register' form, but with additional questions. Below the 'Check Card Details' button, there is a section titled 'Please provide us with a few additional details'. It includes a dropdown menu for '\* Organisation where you primarily serve', a question '\* Are you a clergyman or an employee at any Catholic or Christian institution?' with 'Yes' and 'No' radio buttons (the 'Yes' button is highlighted with an orange circle), and input fields for '\* First Name', 'Middle Name', and 'Last Name'. The 'Last Name' field has the value 'Guy'. There is also an '\* Email' field with a placeholder 'Complete this field.' and a blue button labeled 'Email my verification code' at the bottom.

#### 5. Check your email and copy the verification code

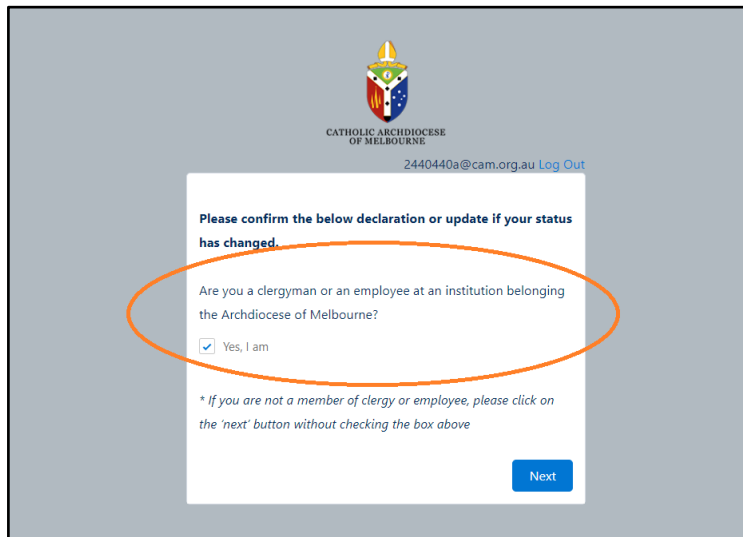


6. Paste verification code from your email and click **Verify Code**

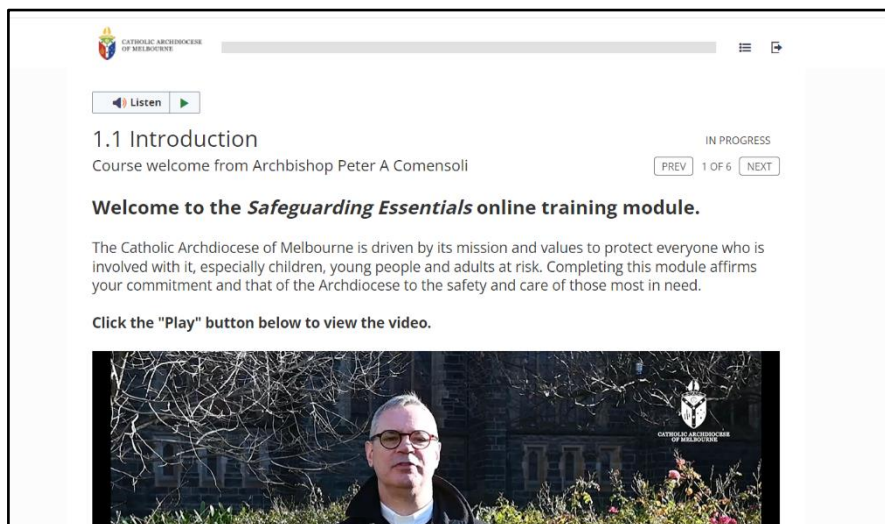


7. If clergy or employee tick the box.


If you're not clergy or an employee leave the box **unticked** and click next.



8. Watch video to commence training. Scroll to the bottom and click continue



9. Opening prayer, click continue



**Father of hope,**

strengthen our task of creating a safe and supportive environment for all people.

Grant us wisdom to make decisions that specially protect children and the vulnerable.

**God of mercy,**

we ask forgiveness for the failure to nurture, respect and cherish those under our care.


**God of compassion,**

Bring your healing grace to the abused ones and their families, whose suffering continues.

Restore them and give them peace.


**Father of love,**



hear our prayers this day and enable us to work together to protect the dignity you give to all humankind.



CONTINUE

## 10. Word of caution, read and click continue



 Listen 

**1.1 Introduction** IN PROGRESS


A word of caution PREV 3 OF 6 NEXT



**A word of caution**

The content of this module contains information that may cause some people to feel discomfort. If this occurs, you should seek support or counselling from a trusted professional. There is a list of providers of counselling towards the end of the module.

CONTINUE

## 11. Introduction, read and click continue



 Listen 


**1.1 Introduction** IN PROGRESS

Course introduction PREV 4 OF 6 NEXT

This module has been developed with a working group of selected representatives from Catholic Archdioceses around Australia and the Australian Catholic Bishops Conference.

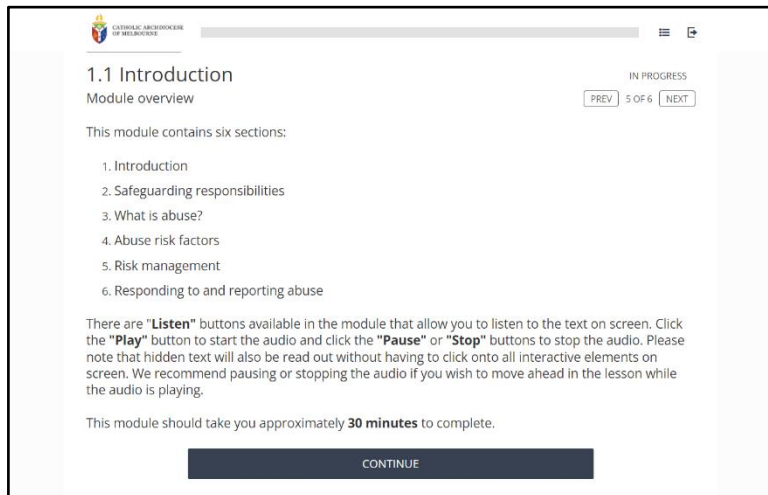
You can complete this module at your own pace, either in a single sitting or section-by-section as your schedule allows. Your progress will be automatically saved after each session and you can take-up where you left off.

There will be an assessment at the end of the module to assist in reviewing your understanding of the content. If you are not successful at first, you can review the content and attempt the assessment again until you answer all questions correctly.



CONTINUE

## 12. Module overview, read and click continue

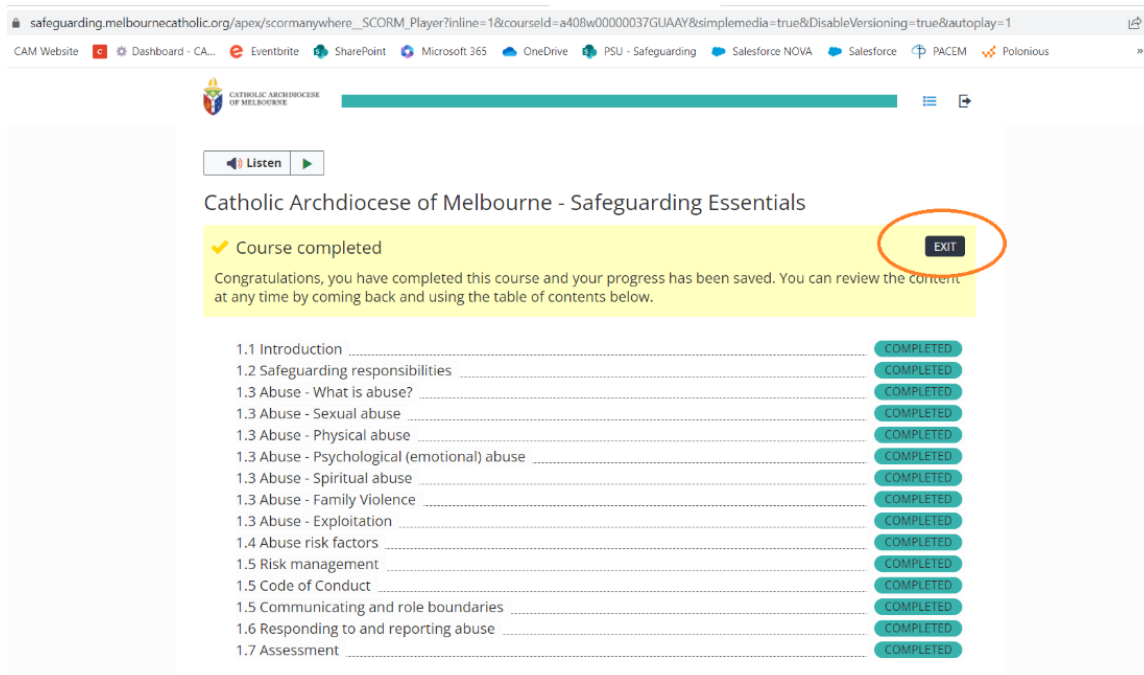


Successful completion to receive your certificate

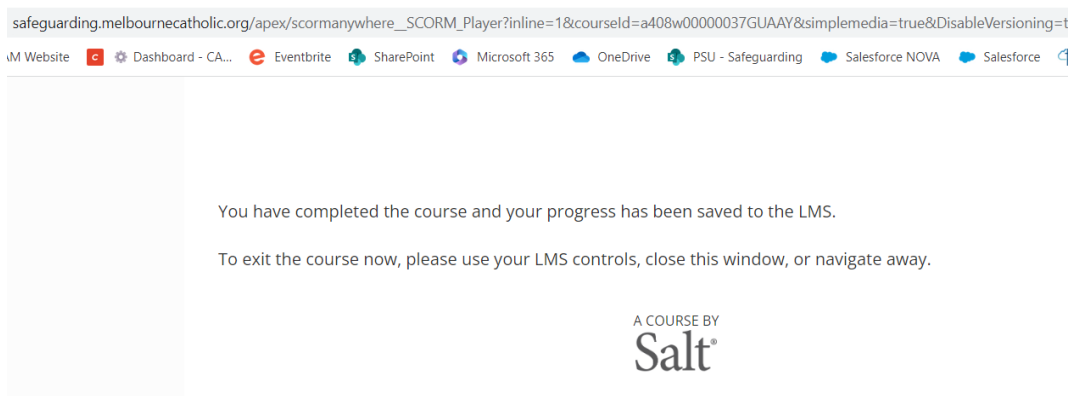
Access Training [Click Here](#)

1. Modules should all say completed. Click the **EXIT** button.

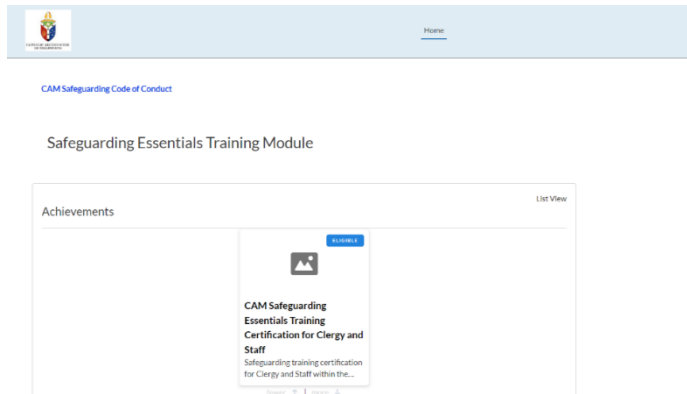




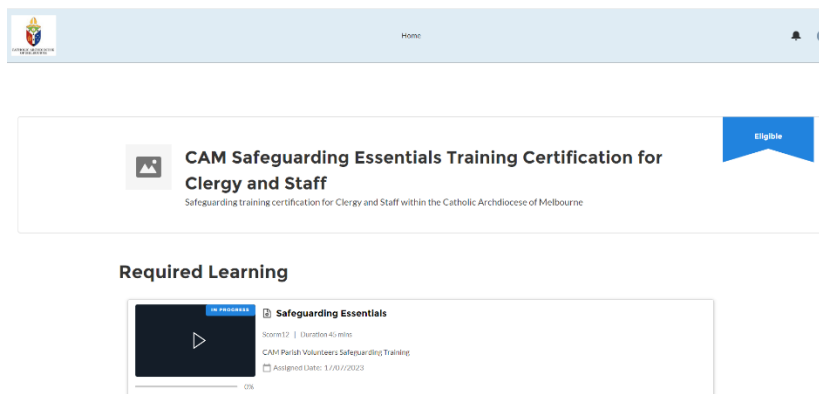
## 2. The below screen will appear. Close window



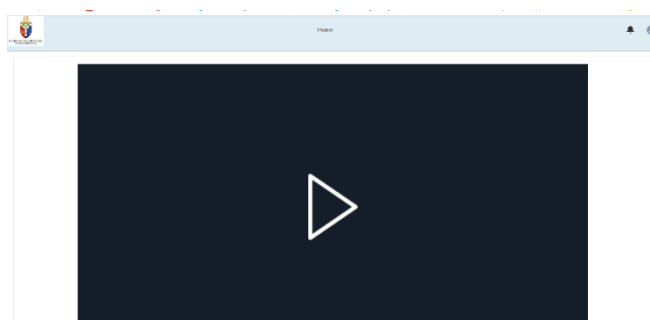
- Go back into the home dashboard or log back into your training. If the module says **ELIGIBLE**, click on the module. Eligible means you haven't successfully completed the training and have one final step to do.



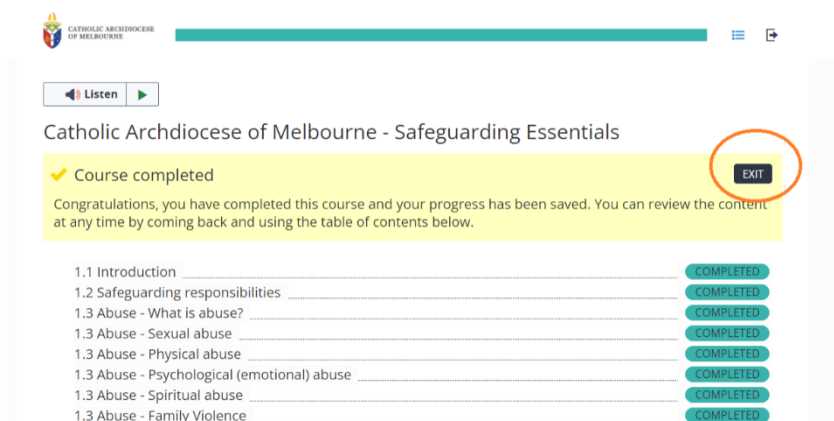
4. This screen will appear. Click on the video module.



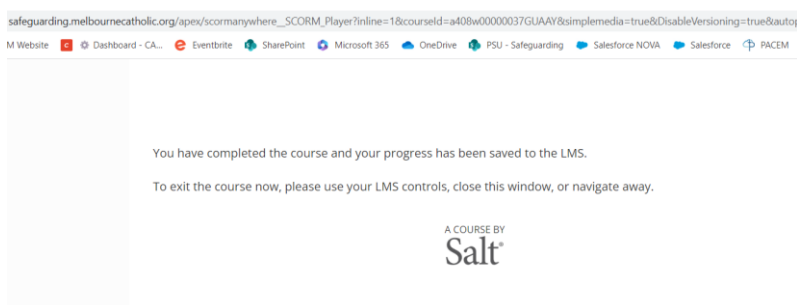
5. Click on the video play button



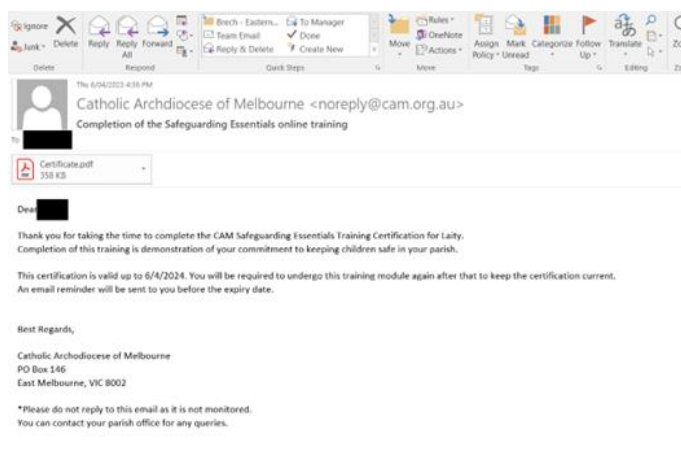
6. Your summary page should have all modules completed. Click the **EXIT** button again.



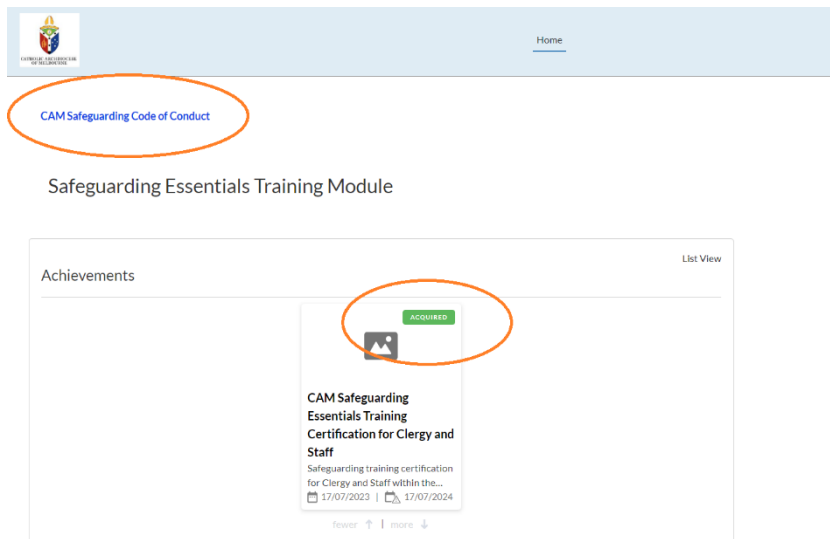
- Exit this screen. You should receive an email notification saying you have successfully completed your Safeguarding Essentials Training.



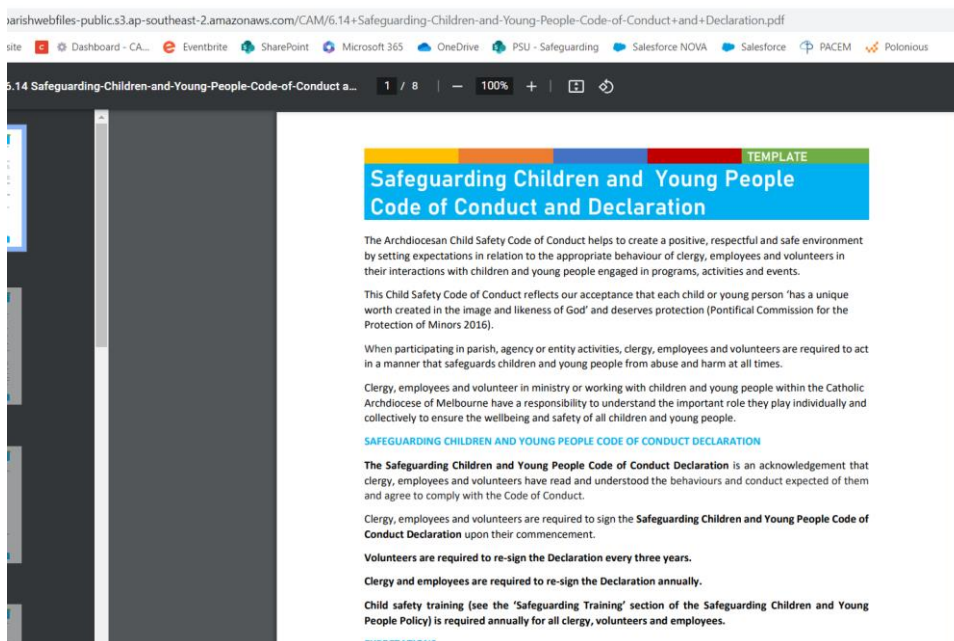
- Check your email inbox.




- Module should now say **ACQUIRED**
- Click on the **Code of Conduct**



## 11. Review Code of Conduct




## 12. You have successfully completed your Safeguarding Essentials Training.



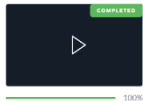
### CAM Safeguarding Essentials Training Certification for Clergy and Staff

Safeguarding training certification for Clergy and Staff within the Catholic Archdiocese of Melbourne

📅 Acquisition Date: 17/07/2023
📅 Expiration Date: 17/07/2024
🕒 Renewal Window: 02/07/2024-17/01/2025

Acquired


Required Learning

COMPLETED


**Safeguarding Essentials**

Score: 12 | Duration: 45 mins

CAM Parish Volunteers Safeguarding Training


Assigned Date: 17/07/2023 | Completed On: 17/07/2023

100%

13. Renewal Period

To renew your training, there is a ‘renewal window’ period. If you renew your training before this period, it will not register as having completed your training. Please only renew your training during this renewal window for the system to register training completion.


If your renewal window has expired, please email [safeguardingunit@cam.org.au](mailto:safeguardingunit@cam.org.au)



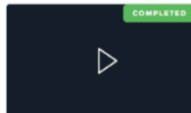
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🕒 Renewal Window: 02/07/2024-17/01/2025

Acquired


Required Learning

COMPLETED


**Safeguarding Essentials**

Score: 12 | Duration: 45 mins

CAM Parish Volunteers Safeguarding Training

Assigned Date: 17/07/2023 | Completed On: 17/07/2023

100%

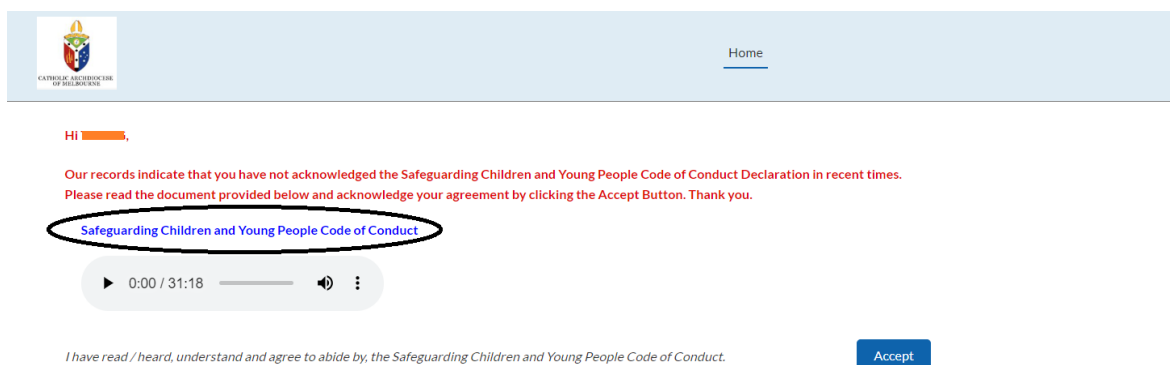
Signing the Code of Conduct

You can read and accept the Code of Conduct in your Safeguarding Essentials online training. Please follow the instructions below to complete this task.

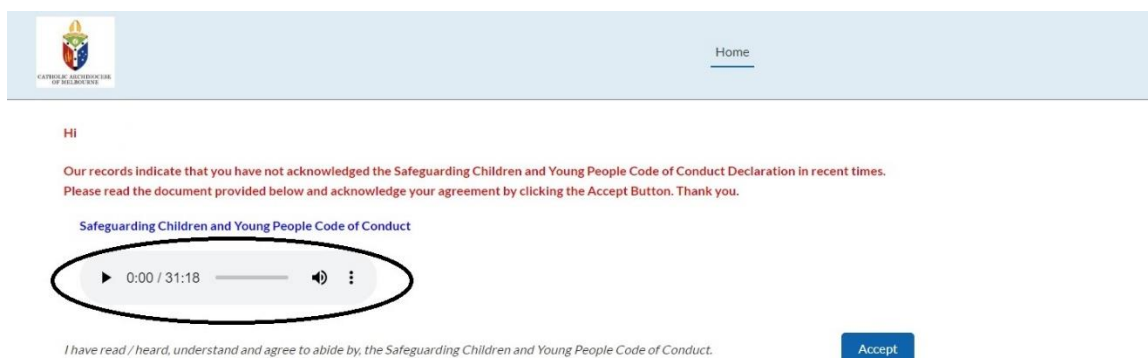
## Access Training [Click Here](#)

### 1. Code of Conduct not signed:


- If you have not signed the code of conduct, when you log in to your Safeguarding Essentials online training portal, you will see the below message on the home page. Click on the link circled and read the code of conduct. It should open in a new tab.




Alternatively, you can listen to the audio recording of the Code of Conduct.



- Once you have read the Code of Conduct, go back to the home page of your safeguarding training module and click accept.


[Home](#)

Hi ,

Our records indicate that you have not acknowledged the Safeguarding Children and Young People Code of Conduct Declaration in recent times. Please read the document provided below and acknowledge your agreement by clicking the Accept Button. Thank you.

[Safeguarding Children and Young People Code of Conduct](#)

▶ 0:00 / 31:18
🔊
⋮

*I have read / heard, understand and agree to abide by, the Safeguarding Children and Young People Code of Conduct.*

Accept


- Your screen should now look like the below. You can view this document at any time by clicking on the button highlighted below.


[Home](#)

Safeguarding Children and Young People Code of Conduct

## Safeguarding Essentials Training Module

Achievements List View



ELIGIBLE

**CAM Safeguarding Essentials Training Certification for Laity**  
Safeguarding training certification for laity volunteers in parishes...

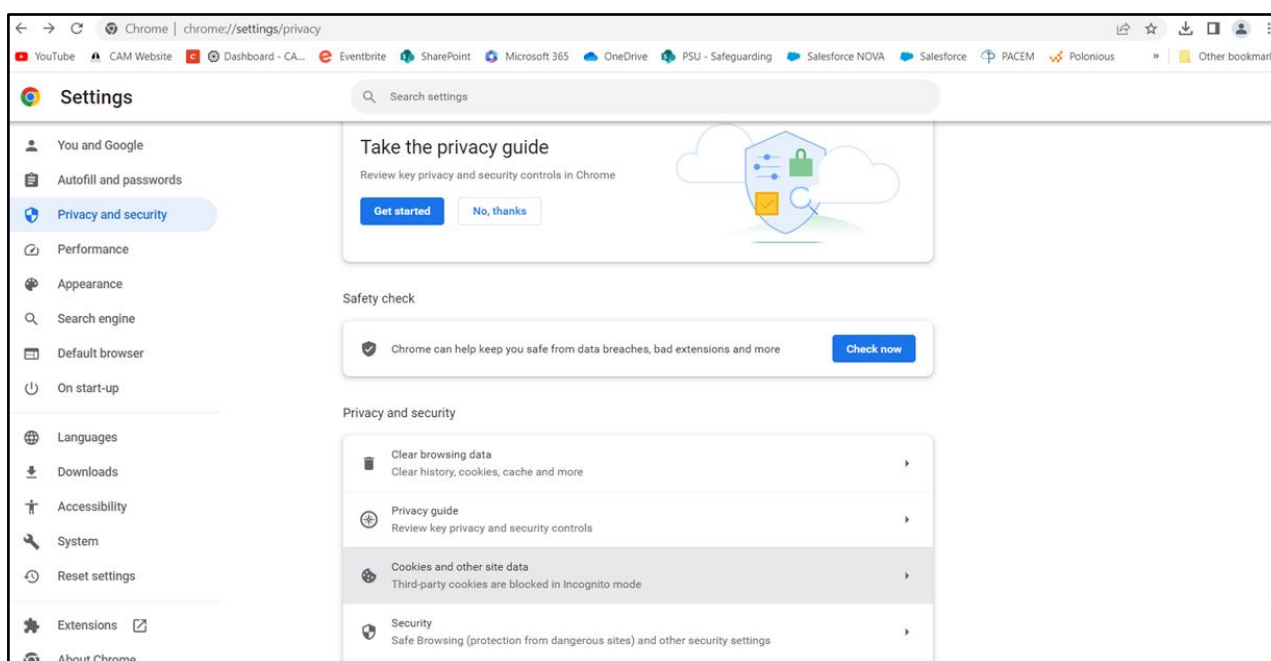
fewer ↑ | more ↓

## Safeguarding Essentials Training – Training content not loading

If you're able to log into the training module, however the video isn't loading, you may need to enable third-party cookies.

Your third-party cookies may be blocked on your internet browser, which may be why your page isn't loading the training content. Below are the steps to follow via Chrome to enable third party cookies on your internet browser. These instructions may vary if using a different internet browser.

1. On your computer, open Chrome.
2. At the top right, click More Settings.
3. Under "Privacy and security," click **Cookies and other site data**.
4. Select either option:
  - **Allow all cookies.**
  - **Block third party cookies in Incognito.**



Link for instructions:

<https://support.google.com/chrome/answer/95647?hl=en&co=GENIE.Platform%3DDesktop#zippy=%2Callow-or-block-cookies>



## Renewing training if training expired or past renewal period

1. If your training has expired or past the renewal period, click on the 'register again' button

Home

**CAM Safeguarding Essentials Training Certification for Clergy and Staff**

Safeguarding training certification for Clergy and Staff within the Catholic Archdiocese of Melbourne

Acquisition Date: 17/06/2023 | Expiration Date: 17/06/2024 | Renewal Window: 02/06/2024 - 17/07/2024

**Expired**

**Register again**

**Required Learning**

**Safeguarding Essentials**

Scorm12 | Duration 45 min

CAM Parish Volunteers Safeguarding Training

17/09/2024

0%

2. Click 'Restart Course'

Restart or Continue?

You are returning to a course that you have previously accessed.

If you are required to do this course again, please select the Restart button.

If you were in progress when you last visited this course please select the Continue button to return to your most recently accessed page.

**RESTART COURSE** **CONTINUE LEARNING WITHOUT RESTARTING**

3. Click "EXIT" in the top right corner to obtain your certificate.