



CATHOLIC ARCHDIOCESE OF MELBOURNE

Safeguarding Essentials Online Training Instructions

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Safeguarding Unit

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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**

SAFEGUARDING TRAINING FOR VOLUNTEERS, CLERGY AND STAFF

Safeguarding is everyone's responsibility.
The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.

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

Login / Register

Please enter any one of the following

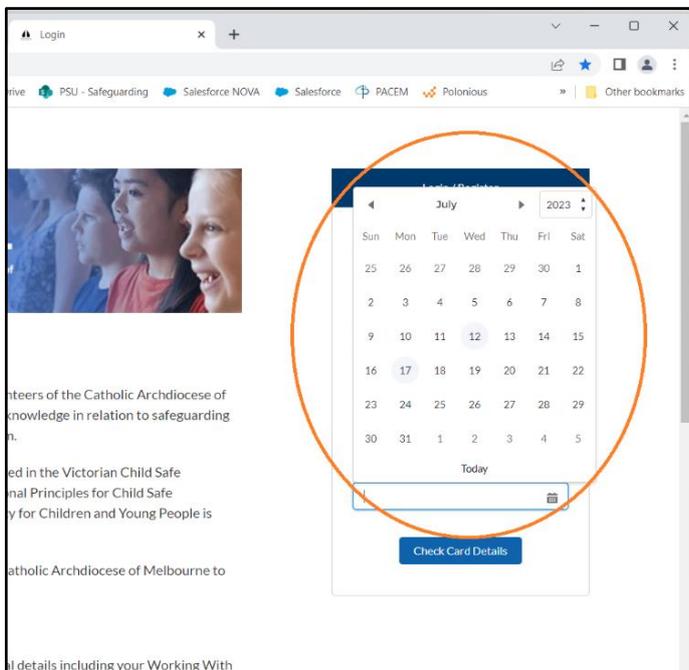
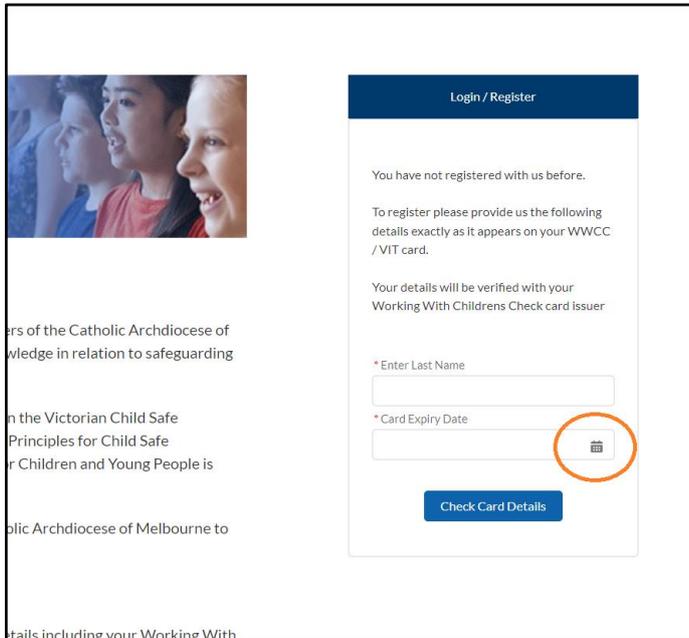
- WWCC Card Number (first 8 digits)
- VIT Card Number

Email my login code

*A one-time password will be emailed to registered volunteers
*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.



Date will appear as below

The screenshot shows a registration form titled "Login / Register". It includes a header image of three people. The form text states: "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." Below this, there are two input fields: "* Enter Last Name" with the value "Smith" and "* Card Expiry Date" with the value "Jul 12, 2023". A "Check Card Details" button is located below the expiry date field. The background text on the left side of the form is partially visible and includes: "ers of the Catholic Archdiocese of owledge in relation to safeguarding", "in the Victorian Child Safe al Principles for Child Safe for Children and Young People is", "holic Archdiocese of Melbourne to", and "etails including your Working With".

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.

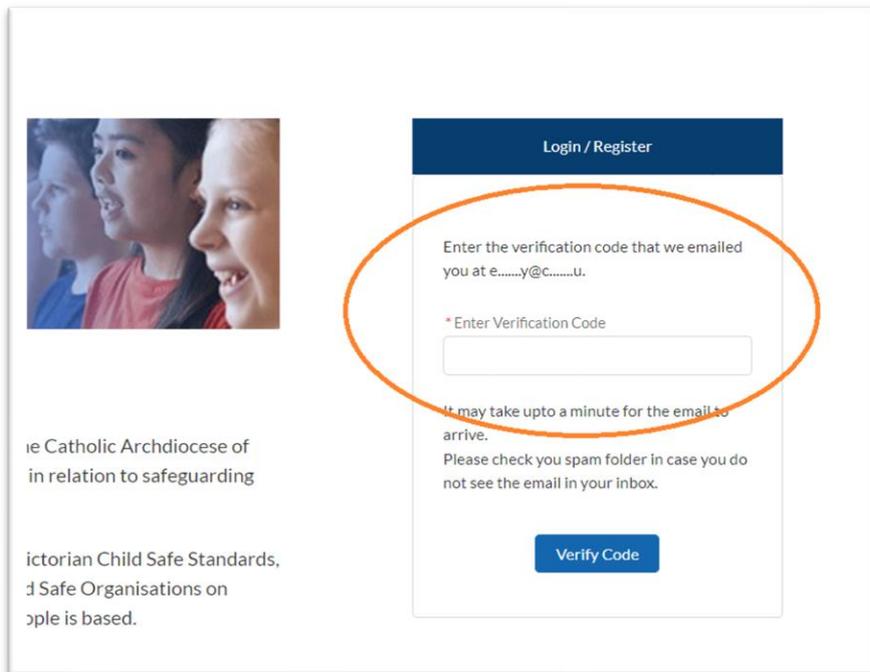
Your verification code will be sent to this email.

The screenshot shows the same registration form as above, but at a later stage. It includes a dropdown menu for "Organisation where you primarily serve" and a question: "Are you a clergyman or an employee at any Church-related institution?". The "Yes" radio button is selected and circled in orange. Below this are input fields for "First Name", "Middle Name", and "Last Name" (with the value "Guy"). An "Email" field is also present with a "Complete this field." prompt. A "Email my verification code" button is at the bottom. The background text on the left side is partially visible and includes: "unteers of the Catholic Archdiocese of knowledge in relation to safeguarding rm.", "ated in the Victorian Child Safe Standards, ples for Child Safe Organisations on nd Young People is based.", "Catholic Archdiocese of Melbourne to", and "nal details including your Working With".

5. Check your email and copy the verification code

The screenshot shows an email interface with a header "Verify your new account in Safeguarding Training" and a sender "CAM Safeguarding Unit <safeguardingunit@cam.or>". The email body contains: "Hello,", "You recently attempted to register a new Safeguarding Training account.", "Browser: Chrome", "Operating System: Windows 10", "To confirm your account, let's verify your identity. Enter the following code where prompted.", and "Verification Code: 589187". The verification code is circled in orange. The email interface includes a "By Date" filter and a list of other emails on the left side.

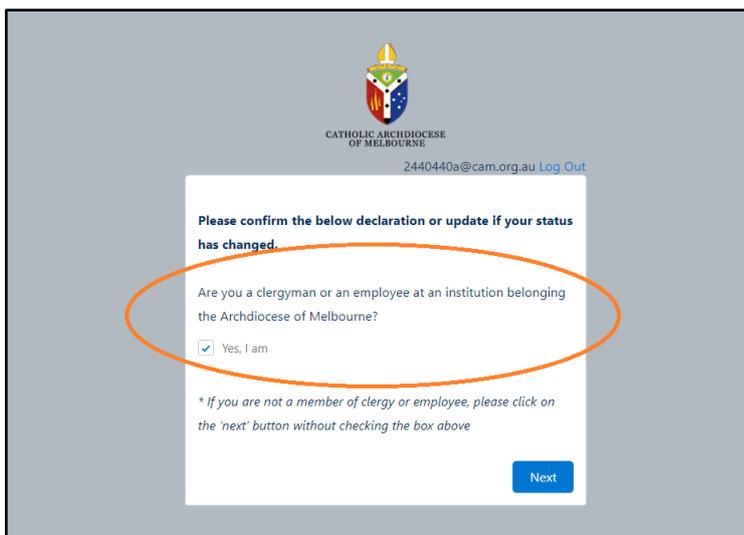
6. Paste verification code from your email and click **Verify Code**



The screenshot shows a web form titled "Login / Register". On the left, there is a photograph of three children and some text: "ie Catholic Archdiocese of in relation to safeguarding" and "ictorian Child Safe Standards, d Safe Organisations on ople is based." The main form area has a dark blue header with the text "Login / Register". Below the header, it says "Enter the verification code that we emailed you at e.....y@C.....U.". There is a text input field with the placeholder text "* Enter Verification Code". Below the input field, it says "It may take upto a minute for the email to arrive. Please check you spam folder in case you do not see the email in your inbox." At the bottom of the form is a blue button labeled "Verify Code". An orange oval highlights the input field and the text above it.

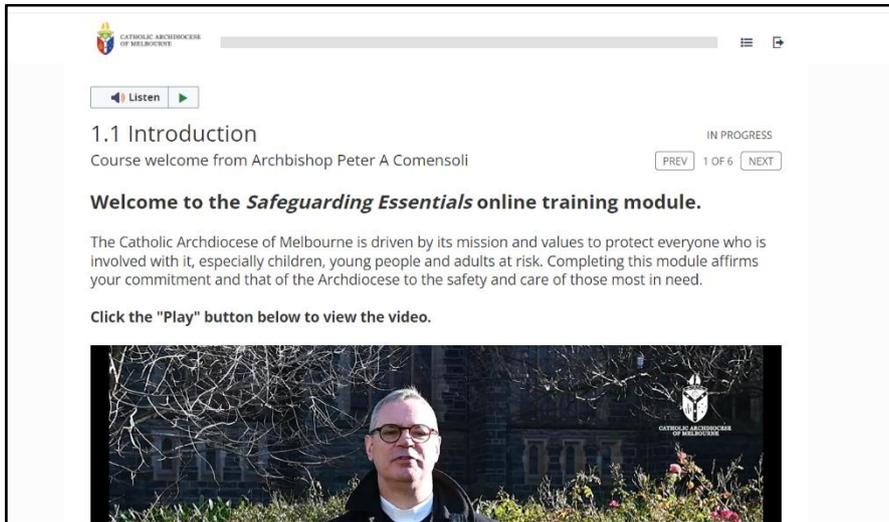
7. If clergy or employee tick the box.

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



The screenshot shows a confirmation form from the Catholic Archdiocese of Melbourne. At the top, there is the archdiocese logo and the text "CATHOLIC ARCHDIOCESE OF MELBOURNE" and "2440440a@cam.org.au Log Out". The main text says "Please confirm the below declaration or update if your status has changed." Below this is the question "Are you a clergyman or an employee at an institution belonging the Archdiocese of Melbourne?". There is a checkbox labeled "Yes, I am" which is checked. Below the question, it says "* If you are not a member of clergy or employee, please click on the 'next' button without checking the box above". At the bottom right is a blue button labeled "Next". An orange oval highlights the question and the checked checkbox.

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



CATHOLIC ARCHDIOCESE OF MELBOURNE

Listen

1.1 Introduction

Course welcome from Archbishop Peter A Comensoli

IN PROGRESS

PREV 1 OF 6 NEXT

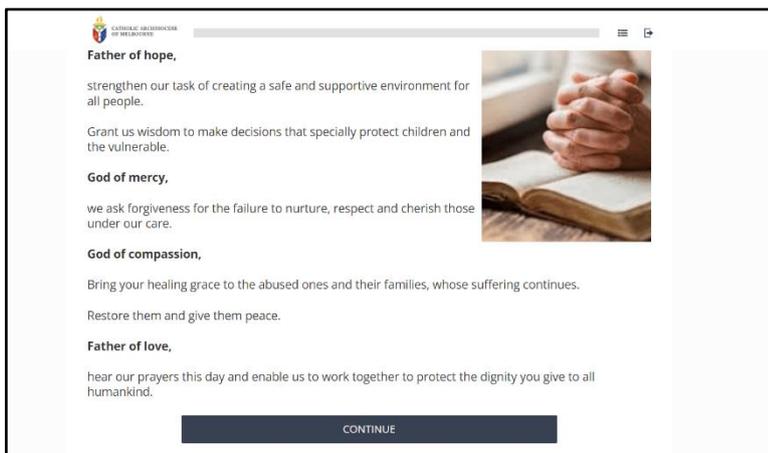
Welcome to the *Safeguarding Essentials* online training module.

The Catholic Archdiocese of Melbourne is driven by its mission and values to protect everyone who is involved with it, especially children, young people and adults at risk. Completing this module affirms your commitment and that of the Archdiocese to the safety and care of those most in need.

Click the "Play" button below to view the video.



9. Opening prayer, click continue



CATHOLIC ARCHDIOCESE OF MELBOURNE

Listen

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.

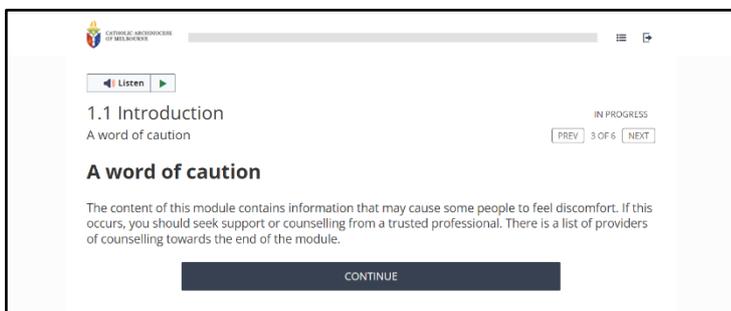
Father of love,

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



CATHOLIC ARCHDIOCESE OF MELBOURNE

Listen

1.1 Introduction

A word of caution

IN PROGRESS

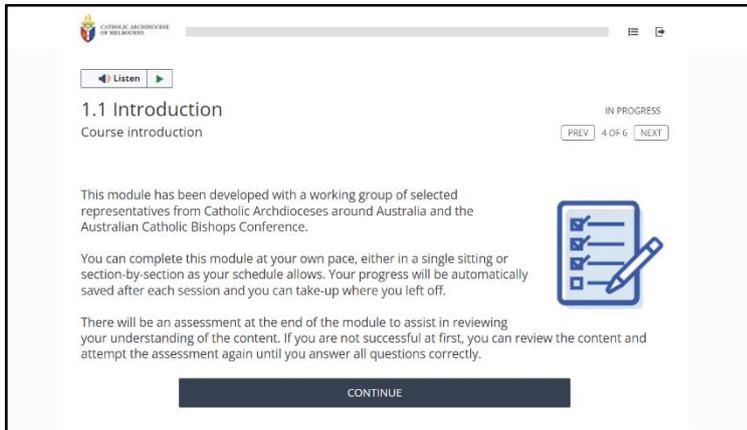
PREV 3 OF 6 NEXT

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

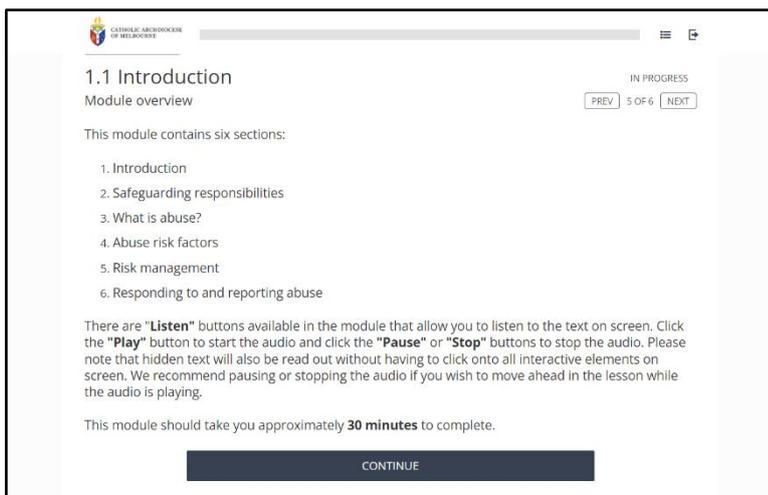
11. Introduction, read and click continue



The screenshot shows the '1.1 Introduction' page with the following content:

- Logo of the Catholic Archdiocese of Melbourne at the top left.
- A 'Listen' button with a play icon.
- Section title: '1.1 Introduction' and subtitle: 'Course introduction'.
- 'IN PROGRESS' status and navigation buttons: 'PREV', '4 OF 6', 'NEXT'.
- Text: 'This module has been developed with a working group of selected representatives from Catholic Archdioceses around Australia and the Australian Catholic Bishops Conference.'
- Text: '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.'
- An icon of a checklist with a pencil.
- Text: '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.'
- A dark blue 'CONTINUE' button at the bottom.

12. Module overview, read and click continue



The screenshot shows the '1.1 Introduction' page with the following content:

- Logo of the Catholic Archdiocese of Melbourne at the top left.
- Section title: '1.1 Introduction' and subtitle: 'Module overview'.
- 'IN PROGRESS' status and navigation buttons: 'PREV', '5 OF 6', 'NEXT'.
- Text: 'This module contains six sections:'
- A numbered list of six sections:
 1. Introduction
 2. Safeguarding responsibilities
 3. What is abuse?
 4. Abuse risk factors
 5. Risk management
 6. Responding to and reporting abuse
- Text: 'There are "Listen" buttons available in the module that allow you to listen to the text on screen. Click the "Play" button to start the audio and click the "Pause" or "Stop" buttons to stop the audio. Please note that hidden text will also be read out without having to click onto all interactive elements on screen. We recommend pausing or stopping the audio if you wish to move ahead in the lesson while the audio is playing.'
- Text: 'This module should take you approximately **30 minutes** to complete.'
- A dark blue 'CONTINUE' button at the bottom.

Successful completion to receive your certificate

Access Training [Click Here](#)

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

The screenshot shows a web browser window with the URL `safeguarding.melbournecatholic.org/apex/scormanywhere__SCORM_Player?inline=1&courseId=a408w00000037GUAAY&simplemedia=true&DisableVersioning=true&autoplay=1`. The browser tabs include CAM Website, Dashboard - CA..., Eventbrite, SharePoint, Microsoft 365, OneDrive, PSU - Safeguarding, Salesforce NOVA, Salesforce, PACEM, and Polonius. The page header features the Catholic Archdiocese of Melbourne logo and a navigation menu. A 'Listen' button is visible. The main content area displays 'Catholic Archdiocese of Melbourne - Safeguarding Essentials' and a yellow 'Course completed' banner with a checkmark icon. Below the banner, a message reads: 'Congratulations, you have completed this course and your progress has been saved. You can review the content at any time by coming back and using the table of contents below.' An 'EXIT' button is circled in red. The table of contents lists 17 modules, all marked as 'COMPLETED':

1.1 Introduction	COMPLETED
1.2 Safeguarding responsibilities	COMPLETED
1.3 Abuse - What is abuse?	COMPLETED
1.3 Abuse - Sexual abuse	COMPLETED
1.3 Abuse - Physical abuse	COMPLETED
1.3 Abuse - Psychological (emotional) abuse	COMPLETED
1.3 Abuse - Spiritual abuse	COMPLETED
1.3 Abuse - Family Violence	COMPLETED
1.3 Abuse - Exploitation	COMPLETED
1.4 Abuse risk factors	COMPLETED
1.5 Risk management	COMPLETED
1.5 Code of Conduct	COMPLETED
1.5 Communicating and role boundaries	COMPLETED
1.6 Responding to and reporting abuse	COMPLETED
1.7 Assessment	COMPLETED

2. The below screen will appear. Close window

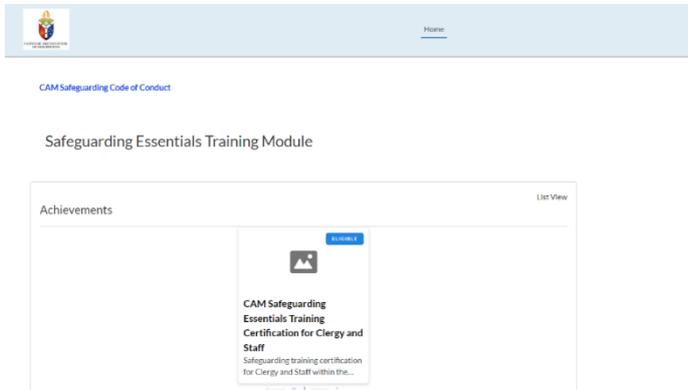
The screenshot shows a web browser window with the URL `safeguarding.melbournecatholic.org/apex/scormanywhere__SCORM_Player?inline=1&courseId=a408w00000037GUAAY&simplemedia=true&DisableVersioning=t`. The browser tabs include M Website, Dashboard - CA..., Eventbrite, SharePoint, Microsoft 365, OneDrive, PSU - Safeguarding, Salesforce NOVA, and Salesforce. The main content area displays the following text:

You have completed the course and your progress has been saved to the LMS.

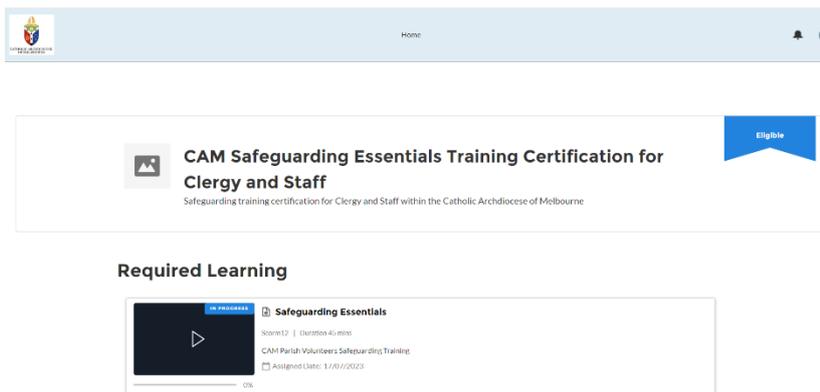
To exit the course now, please use your LMS controls, close this window, or navigate away.

A COURSE BY
Salt

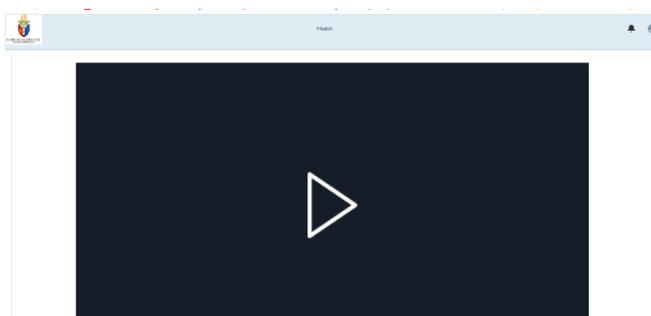
3. Go back into the home dashboard or log back into your training. If the module says **ELIGIBLE**, click on the module. Eligible means you haven't successfully completed the training and have one final step to do.



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



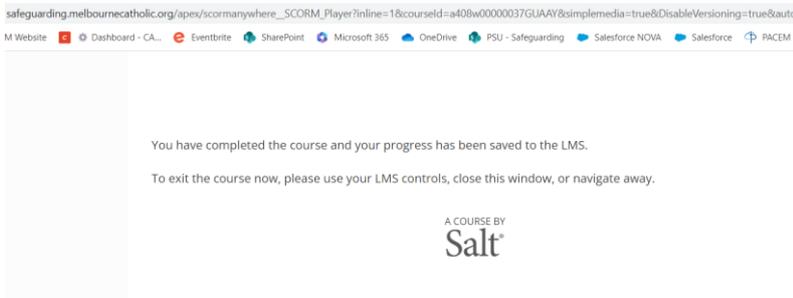
5. Click on the video play button



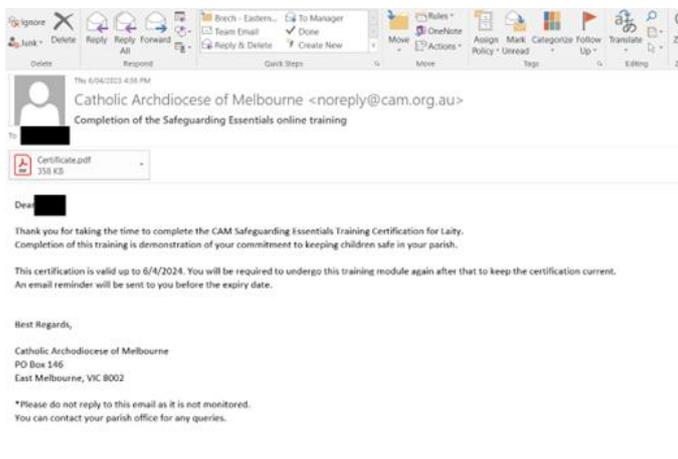
6. Your summary page should have all modules completed. Click the **EXIT** button again.



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

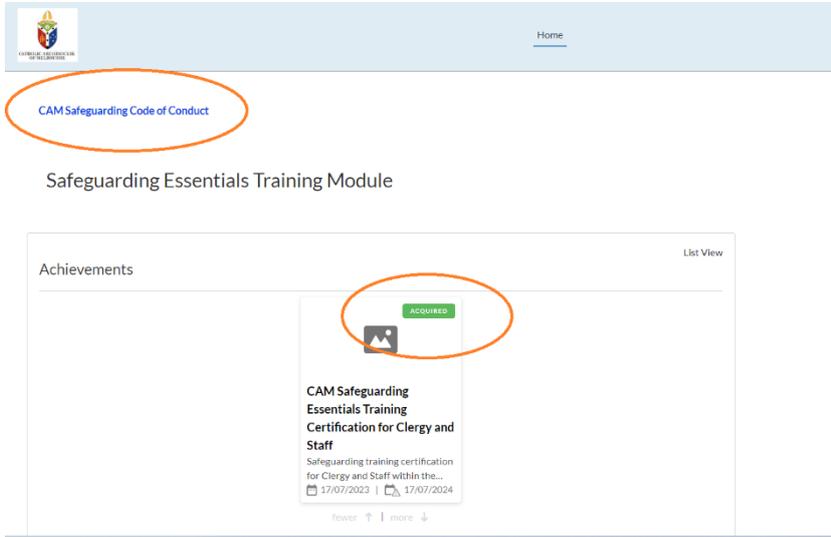


8. Check your email inbox.

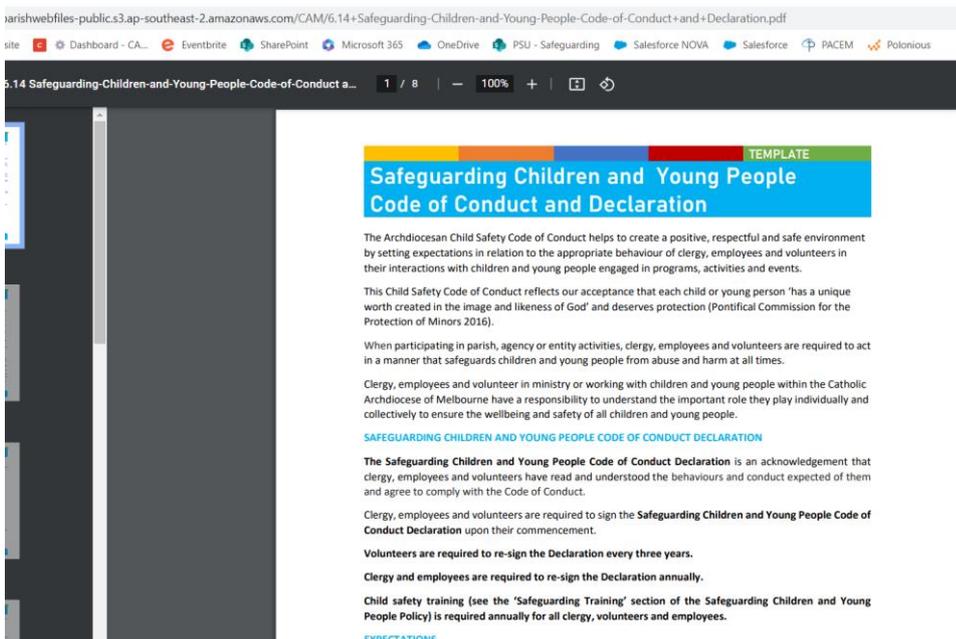


9. Module should now say **ACQUIRED**

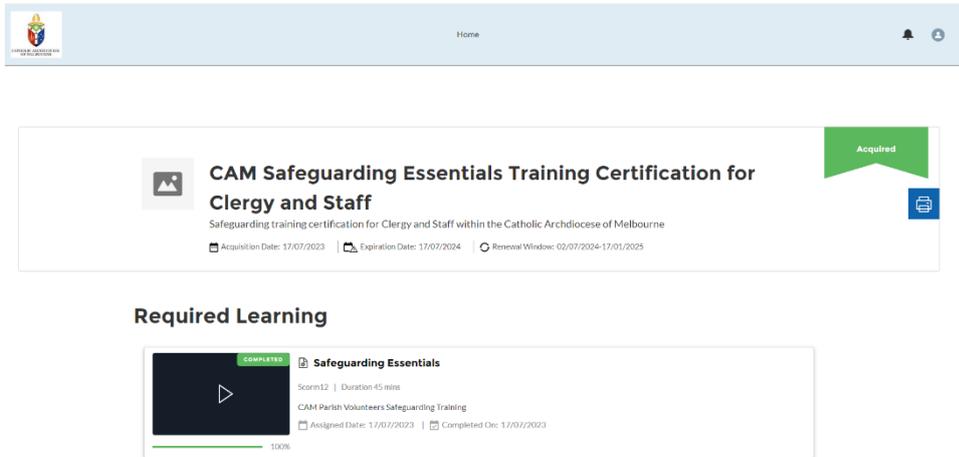
10. Click on the **Code of Conduct**



11. Review Code of Conduct



12. You have successfully completed your Safeguarding Essentials Training.

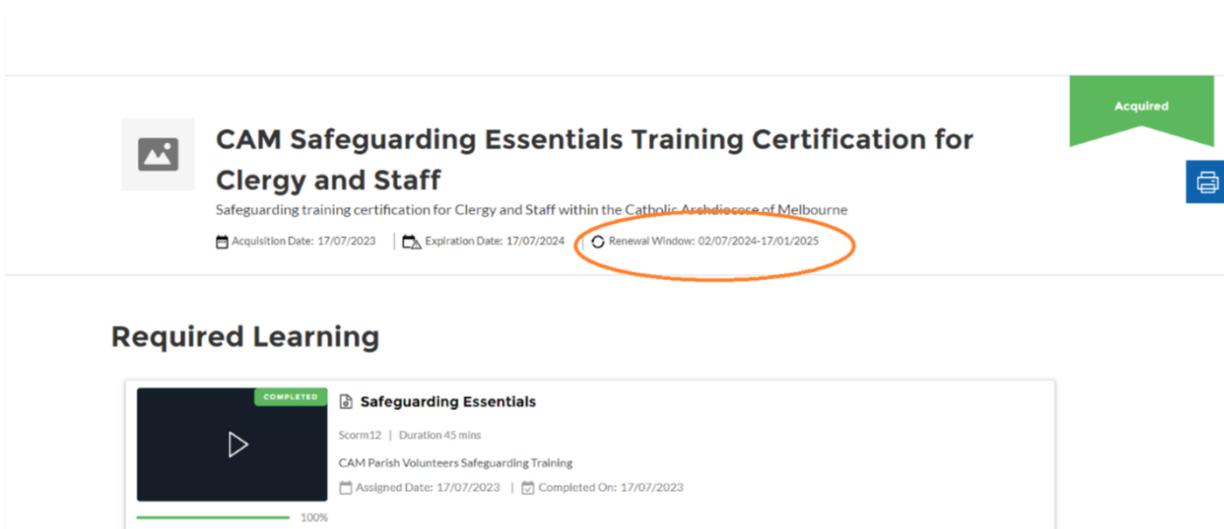


The screenshot shows a user's profile for 'CAM Safeguarding Essentials Training Certification for Clergy and Staff'. The status is 'Acquired'. Below this, under 'Required Learning', a video titled 'Safeguarding Essentials' is shown as 'COMPLETED' with a 100% progress bar. The video details include: Scorm12 | Duration: 45 mins | CAM Parish Volunteers Safeguarding Training | Assigned Date: 17/07/2023 | Completed On: 17/07/2023. The main profile card also lists: Acquisition Date: 17/07/2023, Expiration Date: 17/07/2024, and Renewal Window: 02/07/2024-17/01/2025.

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



This screenshot is identical to the one above, but with an orange circle highlighting the 'Renewal Window: 02/07/2024-17/01/2025' text in the main profile card.

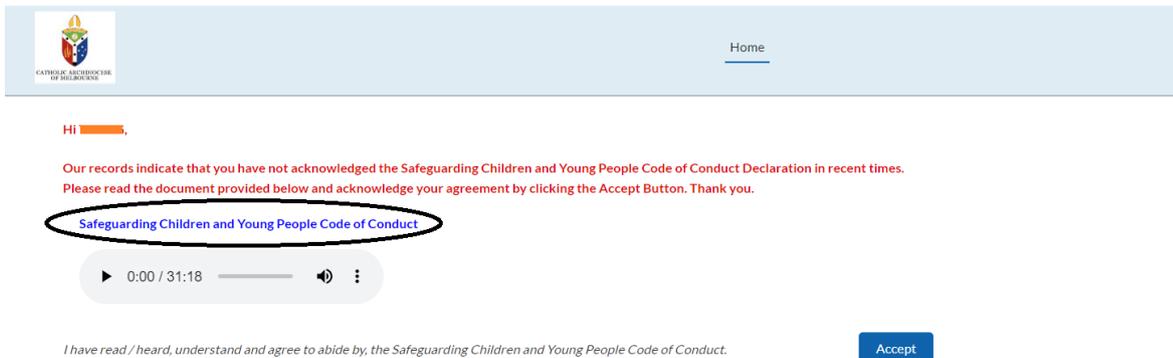
Signing the Code of Conduct

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](#)

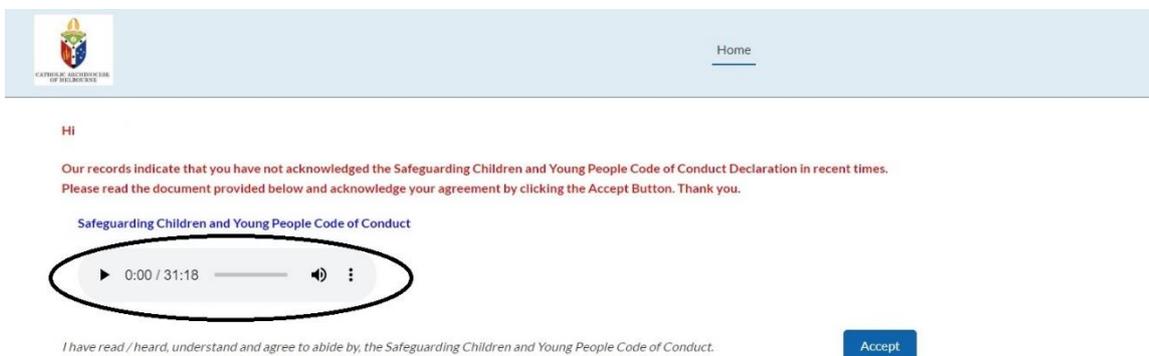
1. Code of Conduct not signed:

- 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.



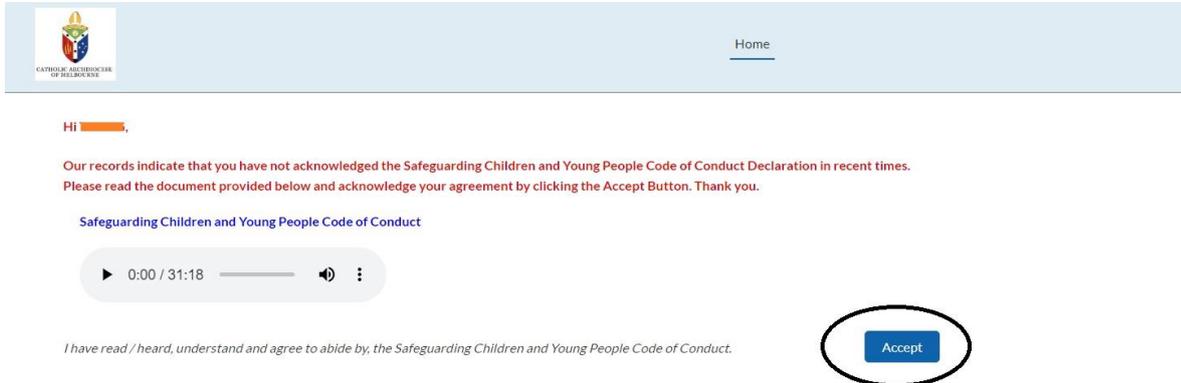
The screenshot shows the top navigation bar with the logo of the Catholic Archdiocese of Birmingham on the left and a 'Home' link on the right. Below the navigation bar, there is a greeting 'Hi [redacted]'. A red notification message states: 'Our records indicate that you have not acknowledged the Safeguarding 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.' Below this message is a blue link 'Safeguarding Children and Young People Code of Conduct' which is circled in black. Underneath the link is an audio player showing '0:00 / 31:18' and a speaker icon. At the bottom of the notification area, there is a blue 'Accept' button and a line of text: 'I have read / heard, understand and agree to abide by, the Safeguarding Children and Young People Code of Conduct.'

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



This screenshot is identical to the one above, but the blue link 'Safeguarding Children and Young People Code of Conduct' is circled in black, and the audio player below it is also circled in black. The 'Accept' button and the text 'I have read / heard, understand and agree to abide by, the Safeguarding Children and Young People Code of Conduct.' are also visible.

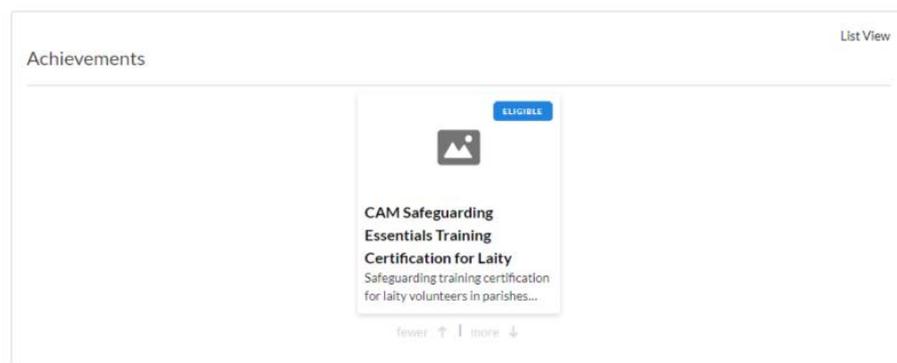
- Once you have read the Code of Conduct, go back to the home page of your safeguarding training module and click accept.



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



Safeguarding Essentials Training Module

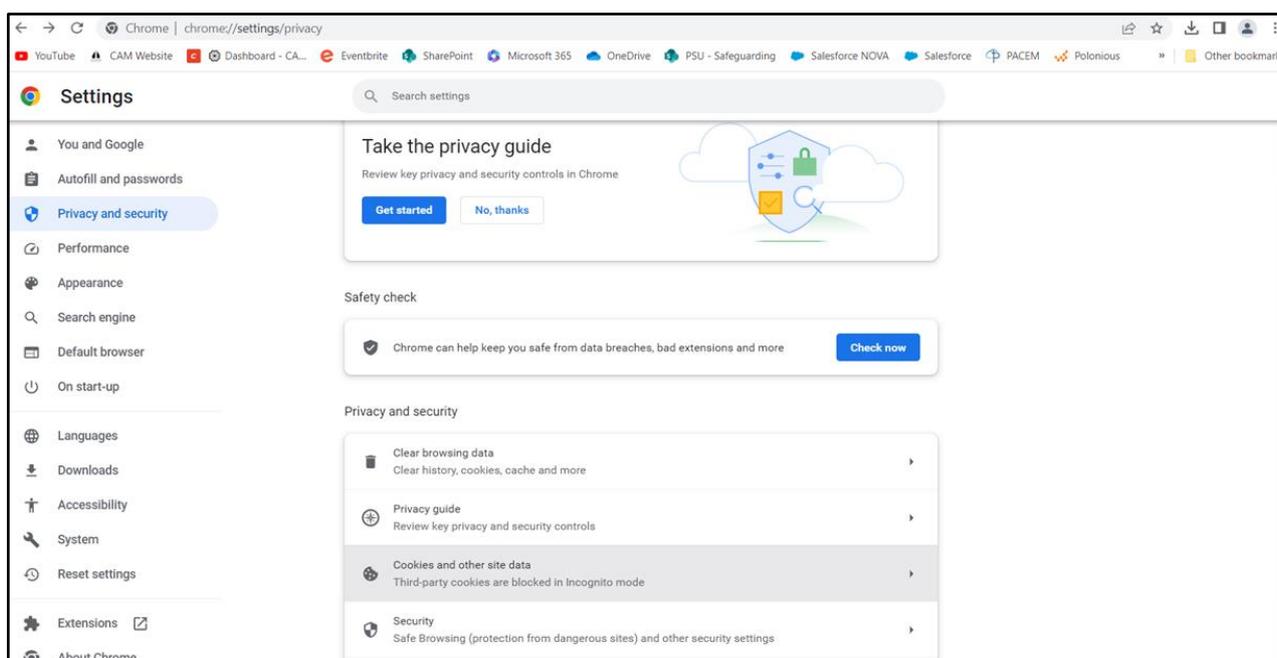


Safeguarding Essentials Training – Training content not loading

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>