

Safe Church Awareness

Online Training

Overview

The Anglican Diocese of Grafton





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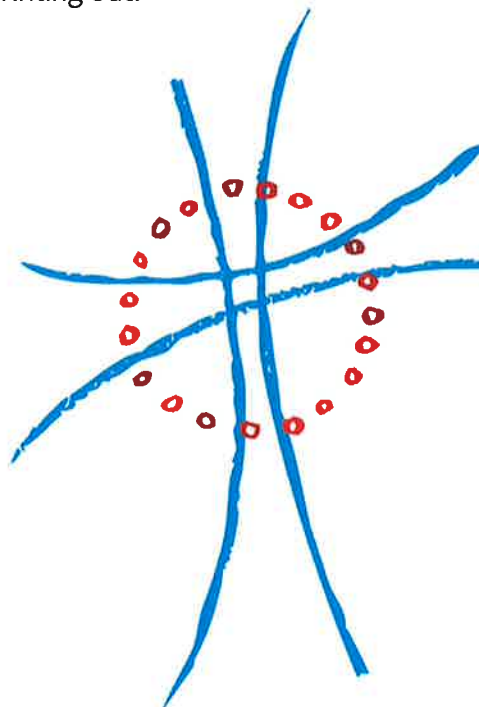
General Course Overview

The Safe Ministry Training is run by the Professional Standards Unit of the Anglican Diocese of Sydney (PSU) for all paid pastoral staff and volunteers working with children and other vulnerable people in our churches and affiliated ministries.

“It is our goal to develop deep culture of safe ministry in our churches and ministries, and effective training in the principles of safe ministry is a key part of that”.

(Source: <https://safeministry.training/online-training-information/>)

The online training courses have been running since October 2017 and thousands of people have enjoyed the convenience and presentation of the training since its inception. The course is emphasised with the motto **“Anywhere, anytime on any device”**. The course is made up of a series of scenarios which you have to read and then you have to answer several multiple choice and short answer questions. On completion of the course content you are required to book into a live webinar. The webinar is very well presented and easy to use. There is plenty of help available to make sure you are set up and ready to go before the start of the webinar. Equally there are many regular sessions available when you can access the webinar so you don't have to wait any more than a few days. Because it is live the opportunity is there for students to ask questions of the presenter and to allow the training team to test the participants with a case study and live polling. Once you have completed the final case study and questions, a link is sent to you to access your completion certificate for printing out.





The course is always being developed to further encourage others to do their training in this format and to ensure they are providing the most effective and up-to-date training possible.

Before commencing the course proper, you are required to do a **TRAINING OVERVIEW COURSE** to make sure you can handle the navigation and computer formats before proceeding. It only takes approx. 10 minutes.

There are three courses available online at present. These are:

- **Safe Ministry Essentials** - for those people who not done any training and for those retraining after three years. Must be 18 years old or older.
- **Safe Ministry Refresher** - for those people who have previously done training and it is still current. Must be 18 years or older.
- **Safe Ministry Junior Leaders** - for people under 18 years of age who are leaders or other roles within the church. Once they turn 18 they are then required to complete the full Safe Ministry Essentials course.

These courses are approved by The Safe Church Training Agreement (SCTA) –

Our training is endorsed by the Safe Church Training Agreement (SCTA)



The SCTA is responsible for setting the standards for the Safe Ministry Training Courses:

For all member churches/denominations. The SCTA agreement helps local church leaders and congregation leaders to fulfil their pastoral, legal (duty of care, child protection, due diligence), insurance, risk management, denominational and ethical roles and the responsibilities for the spiritual, emotional, and physical safety of all people.

The SCTA is an initiative of the National Council of Churches in Australia (NCCA) with both NCCA and non-NCCA churches participating in the agreement. It helps facilitate quality, sustainable, accessible Safe Church workshops for local leaders, both paid and volunteer.

Reference: <https://safeministry.training/online-training-information/>



How Does On-Line Training work?

The three online courses consist of:

- **Self-paced topics** in which you read and answer questions about each topic and accompanying scenarios.
- **Webinar.** At the completion of all but the last Topic participants need to access a live Webinar to finish the course. The Webinars are booked via the personal dashboard.
- **Six Week Enrolment Period.** There is a six week enrolment period (that commences from the time you enrol and pay your fees) to complete the course.

To complete the course, participants need access to the following:

- i **The use of a computer, laptop computer or a tablet.** It is not recommended doing the course with a mobile phone mainly because of the size of the screen.
- ii **Internet** - You must have a connection to the internet for desktop computers and some laptops.
- iii **Wi-Fi Connection** - Users of tablets and laptops will need a Wi-Fi connection.

Once a participant has all the technology required, they will need to follow these steps to set up their account and other things before they can get started on their course:

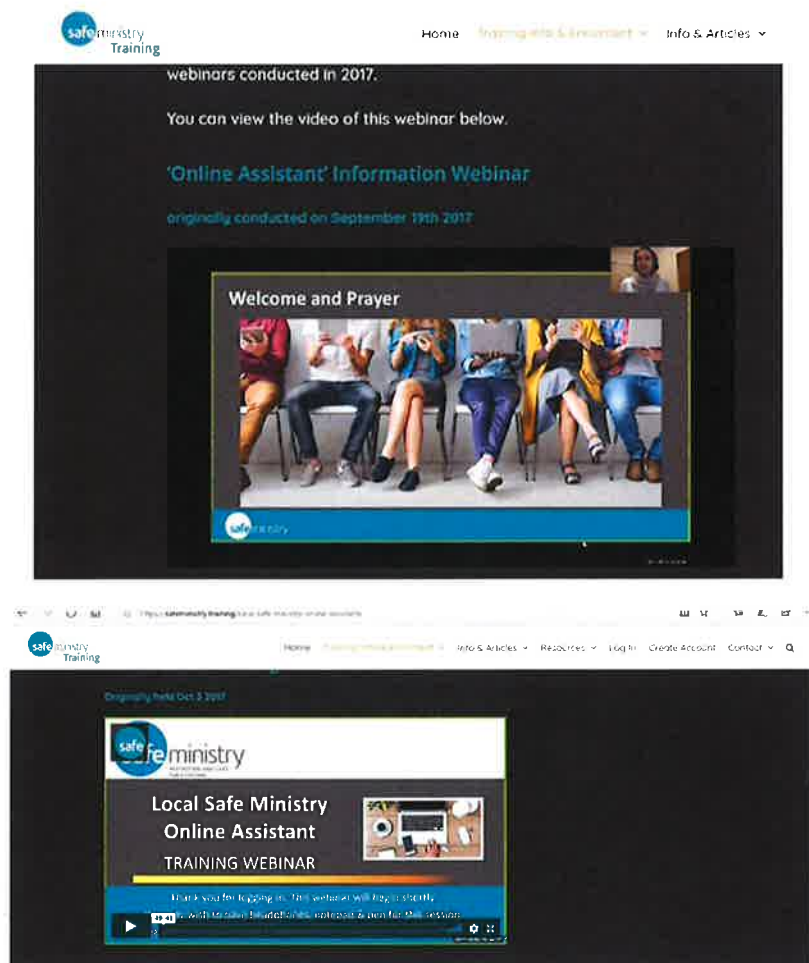
- a **Create an Account** - there is a link to click on to setup your online training account.
- b **Link an Email address to the Account** - The email address linked to your account must be unique (ie: you cannot have more than one email address for that account). (There are good clear instructions on the site how do this).
- c **Enrol** - Once the account has been created the participant then needs to log on to enrol and pay for the course they want to do.
- d **Go to the course Page** - The participant then goes to the first page of the course material and begins to work their way through the self-paced content.
- e **Live Webinar and Final Topic** - On completion of the self-paced material participants then need to attend a live webinar and then complete the final topic for the course.

The self-paced topics allow participants to complete the training in their own time and at their own pace.

The Webinar needs to be completed within the six week enrolment period as close to completion of the other topics as possible. Participants can stop and return at any time during the course. When they return they will be at the place where they left off. The time period to complete each topic will vary as some of the material could be familiar while other parts could be very unfamiliar.

When a participant attends a webinar they will be required to participate in live activities and feedback. They do not need a microphone or webcam as all responses are typed.

A participant's account remains available indefinitely, however the course itself is removed after the expiry date for the course (6 weeks).



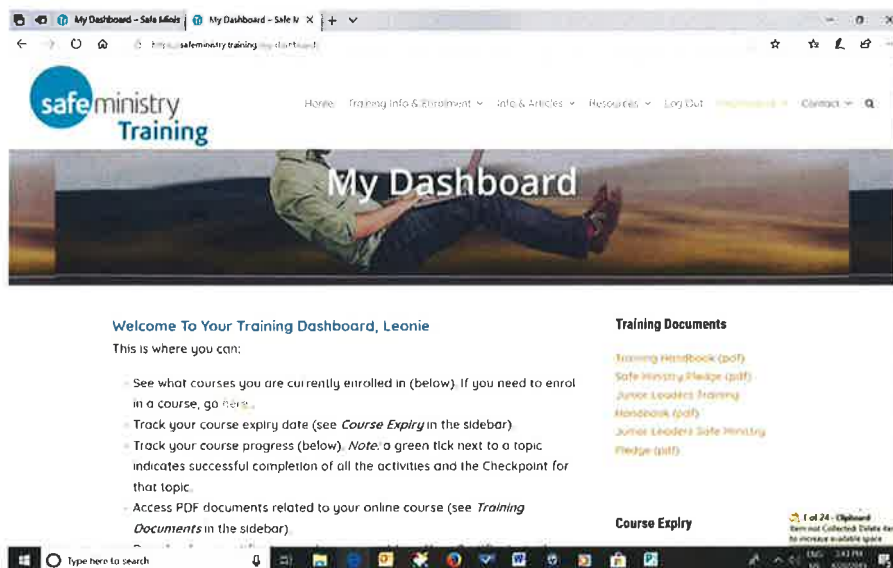
The Dashboard on the Course Screen

Each time a participant wants to work on the course, they call up the training page click on START and then click on the ONLINE button. This will take them to their personal dashboard.



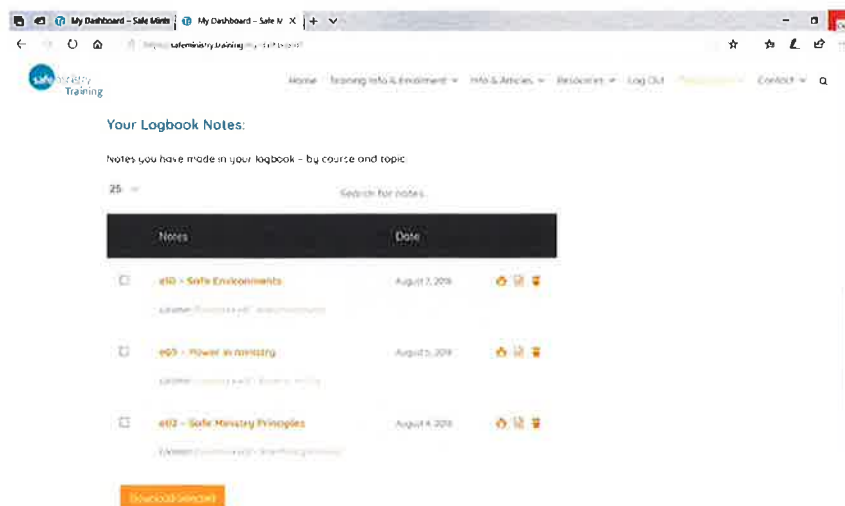
The dashboard allows participants to:

- **Track their Progress** - Track which courses and topics they are doing and their progress (completed courses and topics are indicated with a green tick)
- **Expiry dates** - Check if their enrolled courses are still current.
- **Access Information** - gain access to any PDF documents related to the online course
- **Getting Certificates** - All certificates for completed courses can be downloaded by the participant, even if they lose one at a later date.



The Notes Screen

On the personal dashboard screen, participants can click on a NOTES button. This takes them to a notes screen where each participant can make their own notes. The notes can be printed out and accessed any time.





Course Contents

A Safe Ministry Essentials

Cost is: \$15 for Anglicans and \$17 for other denominations.

Topic 1: Foundations in Safe Ministry

Defining who is a vulnerable person
Safe Ministry Framework
Duty to Care

Topic 2: Appropriate Leadership in Safe Ministry

Appropriate leadership characteristics
Power and boundaries in leadership
Leader selection
Safe Ministry Pledge

Topic 3: Best Practice in Safe Ministry

Protecting vulnerable people
Understanding Abuse
Responding to abuse

Topic 4: Safe Environments in Safe Ministry

Work Health and Safety (WHS)
Risk Management
Policies and Practices

B Safe Ministry Refresher

Cost is \$10 for Anglicans and \$12 for other denominations

This course is designed for those people who have completed the Safe Ministry Essentials training. People whose initial training is about to expire can do this course instead of the full Safe Ministry Essentials course to keep their training up to date. If their original training certificate expires by more than 30 days then they will have to do the full Safe Ministry Essentials course.

The course content is very similar to the Safe Ministry Essentials but is shorter and cheaper in cost.



C Safe Ministry for Junior Leaders - this course is FREE

This course is provided for those people in the church who are under 18 years of age and fulfil leadership and other voluntary roles within the church. The course content varies slightly and consists of 13 topics:

Topic 1 - Training Overview

- Welcome video.
- Who is training for?
- Definitions of terms used in the training
- Objectives
- Outline of how the course works
- Self-care video Useful information for your training

Topic 2 - Foundations in Safe Ministry:

- Introduction
- Welcome from Archbishop Davies
- Vulnerable people: children, vulnerable adults.
- Caring for people in our ministries involves...
- Who are the vulnerable people in your church?

Topic 3 - Safe Ministry Principles

- Duty to care
- Wise Leadership

Topic 4 - Safe Ministry Fundamentals

- Faithfulness in service
- Safe ministry journey (policy documents)
- Other important documents

Topic 5 - Appropriate Leadership

- What it means to be a Christian leader
- What to look for in a leader
- Personal Leadership Review



Topic 6 - Power in ministry

All leadership carries authority and power
Bullying
Cyber bullying
Self-protection and awareness

Topic 7 - Boundaries in ministry

The purpose of boundaries in ministry
Attitudes to boundaries
Establishing boundaries

Topic 8 - Leader Selection

Suitability of leaders
Leader recruitment and appointment
Engaging young leaders in ministry
Safe ministry pledge (code of conduct)

Topic 9 - Understanding Abuse

Myths and realities of child abuse
Types of abuse
Recognising and responding to abuse

Topic 10 - Reporting Abuse

Possible barriers to reporting
Who to speak to
Concerns about a leader's behaviour
Ongoing care and support for all people
Emotions Debrief/Counselling
Follow up/What to do next

Topic 11 - Safe Environments

Physical and emotional environment
Risk management
Policies and Practices
Appropriate practices
Appropriate supervision



- Appropriate physical contact
- Food handling
- Transport
- Electronic communication
- Use of facilities by very young children
- Emergency evacuation and fire
- Incident, accident or injury
- Use and maintenance of equipment

Topic 12 - Safe Ministry Summary

Meeting with your Training Mentor

Topic 13 - Course Completion

Final Checkpoint

This course is designed for younger people to understand the concepts and need for training more easily. Anyone who completes this course when they are less than 18 years of age, must complete the full Safe Ministry Essentials course, once they have turned 18 years of age.

Navigating through the Courses





A Working through the content and completing exercises

The screenshot displays the 'Essentials' course completion page. The main heading is 'Essentials'. Below it, the course status is 'Completed', and there is a blue button labeled 'PRINT YOUR CERTIFICATE'. A welcome message states: 'Welcome to the Safe Ministry Essentials course. This course is designed for those who seek to be involved in any way in ministry to children, youth and other vulnerable people and have not already completed approved safe ministry training'. On the right-hand side, there is a 'Course Progress' section with a green progress bar, 'Training Documents' (listing 'Training: Handbooks.pdf' and 'Safe Ministry: Overview.pdf'), 'Course Expiry', and 'Links'.

i Material to read and absorb

All the course material is self-paced, allowing participants to work in their own time and at their own pace. The only pressure is to have it completed within six weeks. Most participants complete the course within about 6 hours over a few days.

As participants work through the course, there is material to read and absorb and then questions to answer in relation to the reading material. Participants are able to redo any section they chose until they feel they are able to confidently answer the questions for each topic.

ii Check Points

There are check points along the way to help participants keep track of where they are up to. The check points contain some easy questions to check for understanding before attempting the assessment questions. It is not possible to go on to the next topic until the previous one has been completed satisfactorily.



iii Reference to various Documents

Reference is regularly made to documents such as the **Faithfulness in Service document** which is contained on most Diocesan websites:

Anglican Diocese of Grafton, link to document:

<http://180.235.131.20/~anglicandiocese/wp-content/uploads/2017/09/Faithfulness-in-Service.pdf>

Participants are required to locate these documents and read some of the material contained in it. Reference is made to the Sydney site or to go to your own Diocesan site if you are not from Sydney.

B The Webinar

When all but the last topic have been completed, participants must enrol in the next available Webinar. It is advisable to access a webinar within a week of completing the other modules. The webinar is reasonably easy to access and there is plenty of help to get participants up and running before it starts. The assistants who are there to help are wonderful and do know exactly what they are doing.

Once participants are logged on to the webinar and ready to go it is very easy to work with the assistants and the screen.

The Webinar is a mix of interaction (via typing answers etc) and watching. Questions can be asked of the trainers and trainers do some testing behind the scenes via answers typed on the screen.

On completion of the Webinar participants are encouraged to complete the final topic as soon as possible. Once the final topic has been completed and signed off, a link appears on the personal dashboard for printing of the certificate. This link remains on the dashboard indefinitely.

A participant's account remains available indefinitely, however the course itself is removed after the expiry date for the course (6 weeks).



Appendices

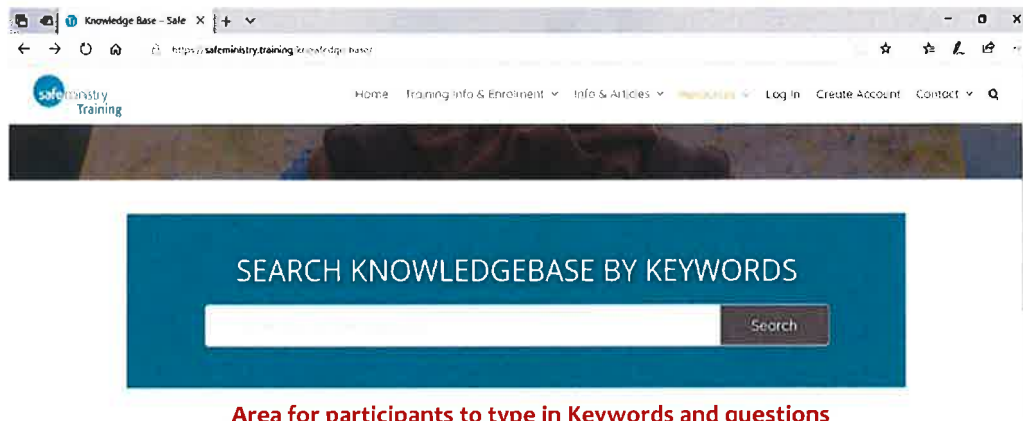


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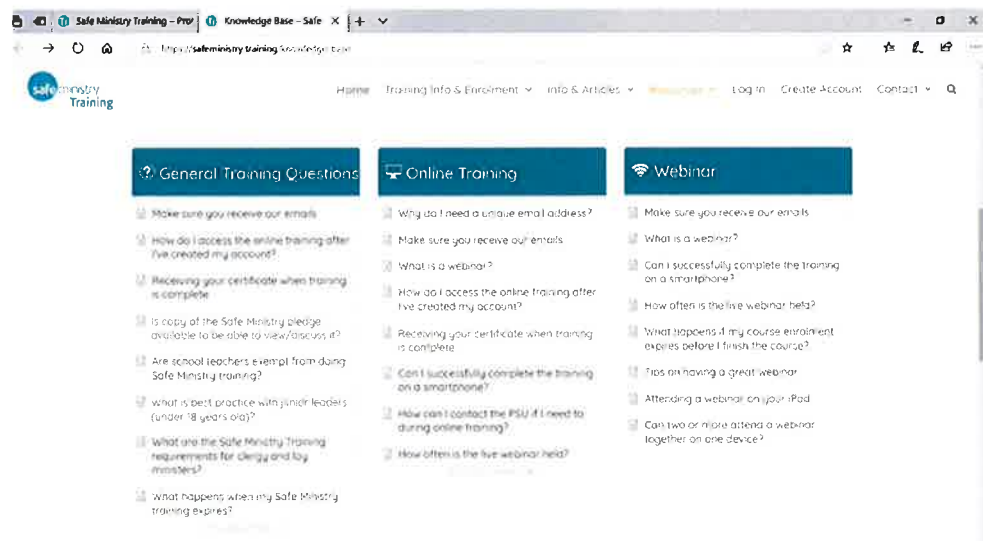
FAQ (Frequently asked Questions)/ The Knowledge Base

The Knowledge Base is a section on the training site where participants can go to get more information or for help on anything from setting up, navigating, questions about the course and other related information.

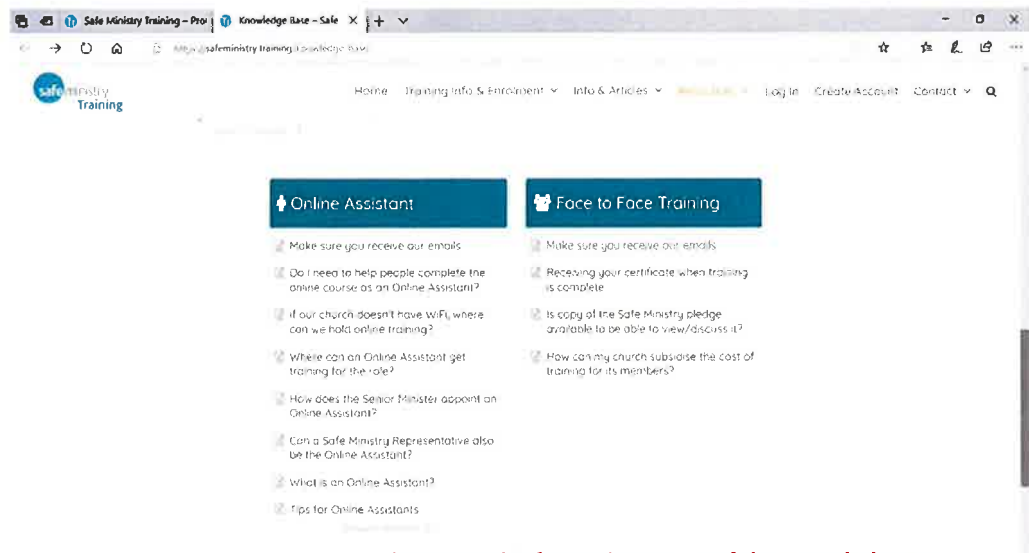
The Knowledge Base is divided into sections for ease of use and to enable the user to find what they are looking for as quickly as possible.



Area for participants to type in Keywords and questions



The First Three Sections in the Knowledge Base



The General Information Areas of the Knowledge Base

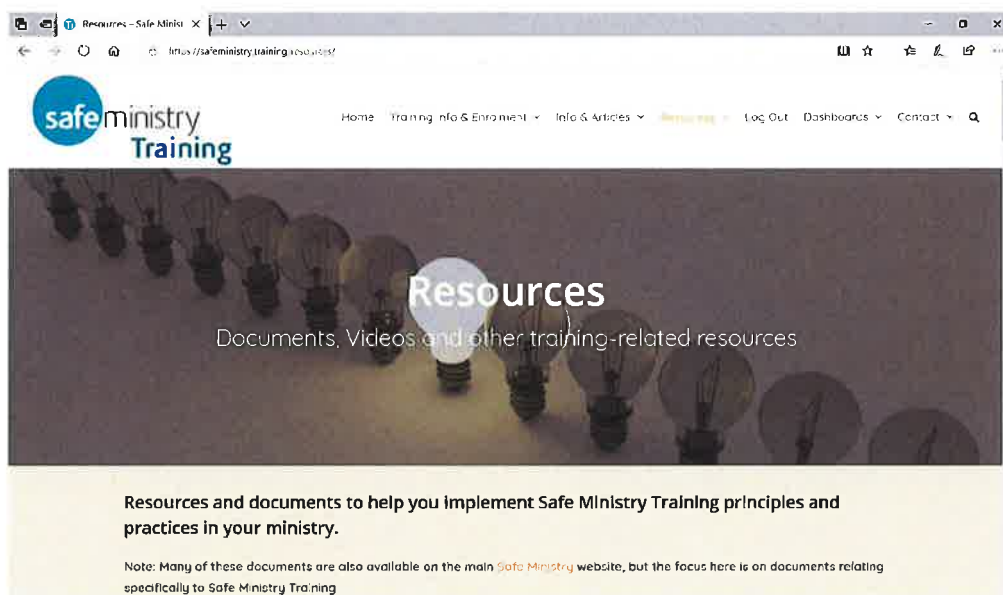
Some examples of questions and topics that can be found on the Knowledge Base include:

- **Receiving your certificate when training is complete**
- **Is a copy of the Safe Ministry pledge available to be able to view/discuss it?**
- **Make sure you receive our emails**
- **What are the Safe Ministry Training requirements for clergy and lay ministers?**
- **What happens when my Safe Ministry training expires?**
- **Why do I need a unique email address?**
- **How often is the live webinar held?**
- **If our church doesn't have Wi-Fi, where can we hold online training?**
- **How often is the live webinar held?**
- **How does online training work?**

Appendix 2

Available Resources

This section of the Website contains several resources specifically related to the on-line training. Participants are encouraged to read and be aware of the documents and information contained in this section. They can be printed if required. There is also information about how to create and set up registers, reports, emergency evacuation procedures and approval forms.



Area for participants to access relevant Ministry and Training Documents

The resources are divided into sections to make the information easier to locate.

Here some examples of what sort of information is included:

Best Practices - Guides

- Safe Ministry Guidelines
- Social Contact Policy
- Transport Policy
- Possible Signs of Child Abuse
- Possible Signs of Elder Abuse
- Family and Domestic Violence
- Mental Health Line (free call around Australia number)
- Online Safety

Safe Environment

- Risk Identification Register
- Permission Forms (for children and youth activities)
- Incident Reports
- Emergency Evacuation procedures
- Activity Approval Form

Reporting

- Abuse Reporting guide
- Abuse Reporting form
- Incident Report
- Mandatory Reporter Guide

Appropriate Leadership - Forms and Documents

- Faithfulness in Service (the document that sets out the national code for personal behaviour and ministry by clergy and church workers).
- Safe Ministry Pledge. Direct access for online participants.
- Under 18 year old Leaders Declaration Form
- Application forms for Volunteer Leaders
- Disciplining tool for volunteer children's/youth leaders

Appendix 4

Information about an Online Assistant

The following is a copy of some of the information pertaining to the role of Local Safe Ministry Online Assistant. An important role for each parish (voluntary) to be available to assist those parishioners who would like the training but do not feel comfortable with their ability to do it.

Local Safe Ministry Online Assistant

A vital role within our churches

With the advent of online training, a new role has been created within local churches – the **Local Safe Ministry Online Assistant (Online Assistant)**. Their role is to assist those who would like to do online training but may lack the ability to access the internet, or require assistance to:

- create a Safe Ministry Training account and enrol/pay for the course,
- navigate through the course, or
- participate in the webinar.

The role is managed in the local church and is a way to enable and support people as they complete the online safe ministry training. It is ideal that there is one Online Assistant in each church. A suitable person for this may be the previous local Safe Ministry trainer or another person in your church who is committed to Safe Ministry. The PSU (Safe Ministry Team) will provide yearly training (via webinar) and provide ongoing support to those in this role.

The Online Assistant is appointed by the Senior Minister, and is an entirely local appointment, requiring no paperwork or notifying of the PSU.

For further information access the following:

<https://safeministry.training/local-safe-ministry-online-assistant/>