



St Francis  
Xavier's Parish  
Frankston



St John the Evangelist's  
Parish  
Frankston East

### **The *Safeguarding Essentials* online training module for all CAM clergy and volunteers**

*Safeguarding Essentials* is a 45-minute online training module for all clergy and volunteers within the Catholic Archdiocese of Melbourne (CAM). This accessible and engaging resource provides clergy and volunteers with foundational knowledge in relation to safeguarding children, young people and vulnerable persons from abuse and harm. This will be a requirement for all volunteers and clergy in our parishes. For volunteers they are required to complete the training every three years. For clergy, this is an annual requirement.

At the completion of the training:

- participants will receive a certificate of completion accessible via the training module dashboard
- participants will receive email notification that the module has been completed successfully

### **How to access the training**

Copy and paste this link into your browser:

<https://safeguarding.melbournecatholic.org/s/login/?ec=302&startURL=%2Fs%2F>

To login, each volunteer or clergy member will need:

- their unique Working with Children Check ID
- an email address.

To register, **clergy** will need to select '**Archdiocese of Melbourne**' from the dropdown menu as their Primary Organisation of Service.

To register, **volunteers** will need to select their **parish** from the dropdown menu as their Primary Organisation of Service.

### **Group training sessions**

We will host a group training session in one of our parish churches for those who would prefer this form of the training. We will offer this opportunity annually or on as needs basis.

Volunteers may attend regardless of the parish to which they belong.

## FAQs

**Q:** When I click on the URL provided to access the online training, I cannot see the Working with Children Check (WWCC) ID box where I am to sign in. How do I locate this?

**A:** It is likely the internet browser you are using is not up to date. You will need to download another browser (Google Chrome, Microsoft Edge, Safari or Firefox).

**Q:** I want to better understand what my WWCC ID will be used for and how my privacy will be protected?

**A:** The WWCC ID is used to record who has registered and successfully completed the training. As explained on the registration page for the module, participants' privacy is protected in accordance with the CAM Privacy Policy. If you are experiencing technical difficulties, please contact the Professional Standards Unit at [psu@cam.org.au](mailto:psu@cam.org.au) and if required, we will liaise with the IT help desk on your behalf. For all other general enquiries about the Safeguarding Essentials training module, please contact your parish and speak to a representative from the safeguarding committee.

**Q:** I'm having difficulties accessing the online training module. What should I do?

**A:** If you are having difficulties accessing the online training module, you should try to resolve the issue within your parish. But if you continue to experience difficulties, you should log a job with the IT help desk at: [service.desk@cam.org.au](mailto:service.desk@cam.org.au).

**Q:** I can't access my certificate of completion. What can I do?

**A:** After successfully completing the training module, a certificate of completion will be emailed to you. This certificate will also be accessible via the training module dashboard. To obtain the certificate via the dashboard, simply close the training window, which will have opened in a new browser tab when you commenced the module. You will then be returned to the original browser tab. Once you are back in your main training dashboard, click on the 'Home' menu and the blue print icon.