

Safeguarding Essentials Training Instructions

1. Access Training [Click Here](#)

2. Enter either:

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

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-headline "The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults." Below the banner, there is a "Welcome to the Safeguarding Essentials training module." section. The main content area contains introductory text about the compulsory module for all clergy and volunteers. On the right, there is a "Login / Register" form. The form has a heading "Please enter any one of the following" and two bullet points: "• WWCC Card Number (first 8 digits)" and "• VIT Card Number". Below these is a text input field, which is circled in orange. A blue button labeled "Email my login code" is positioned below the input field. At the bottom of the form, there are two lines of small text: "A one-time password will be emailed to registered volunteers" and "Unregistered volunteers will be provided with the option to register".

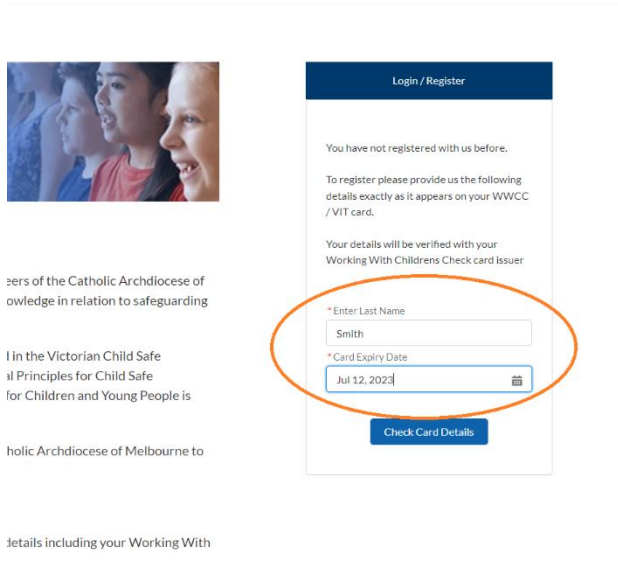
3. Enter your card details

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 the "Login / Register" form on the registration page. The form has a heading "You have not registered with us before." and sub-headlines "To register please provide us the following details exactly as it appears on your WWCC / VIT card." and "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". On the right side of the form, there is a calendar widget for July 2023. The calendar shows dates from 1 to 31. The date 12 is highlighted in blue, and the date 17 is highlighted in grey. The calendar is also circled in orange. The page includes the same banner and introductory text as the previous screenshot.

Date will appear as below

If you are getting an error message and link isn't working, check your [Working With Children Check](#)



4. Register your details:

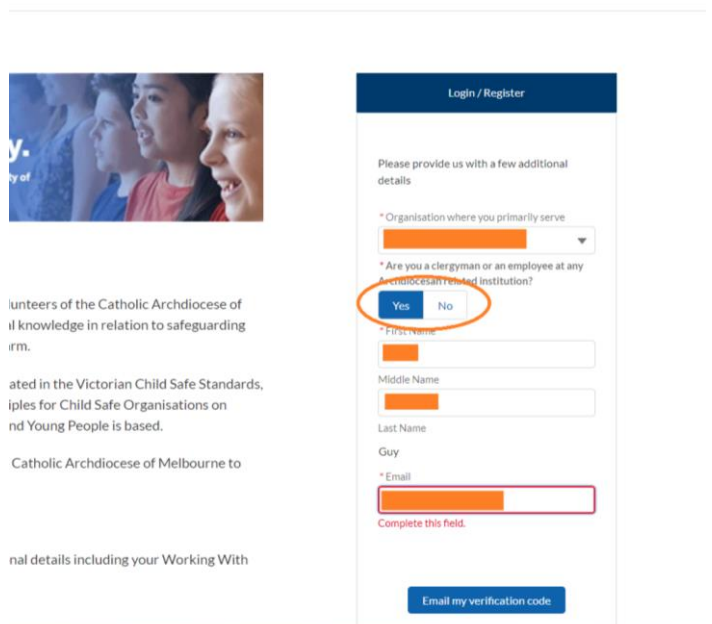
Enter your parish or CAM

If employee or Clergy click yes

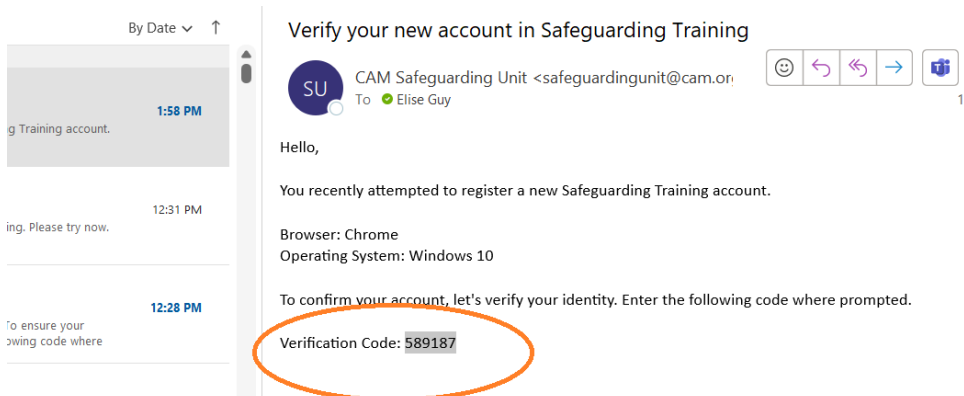
If not click no

Enter first name, middle name and email address.

Your verification code will be sent to this email.



5. Check your email and copy the verification code



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



ers of the Catholic Archdiocese of
wledge in relation to safeguarding

in the Victorian Child Safe Standards,
for Child Safe Organisations on
ung People is based.

Login / Register

Enter the verification code that we emailed you at elise.guy@cam.org.au.

* Enter Verification Code

589187

It may take upto 5 minutes for the email to arrive.
Please check you spam folder in case you do not see the email in your inbox.

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.

CATHOLIC ARCHDIOCESE OF MELBOURNE

2440440a@cam.org.au Log Out

Please confirm the below declaration or update if your status has changed.

Are you a clergyman or an employee at an institution belonging the Archdiocese of Melbourne?

Yes, I am

* If you are not a member of clergy or employee, please click on the "next" button without checking the box above

Next

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

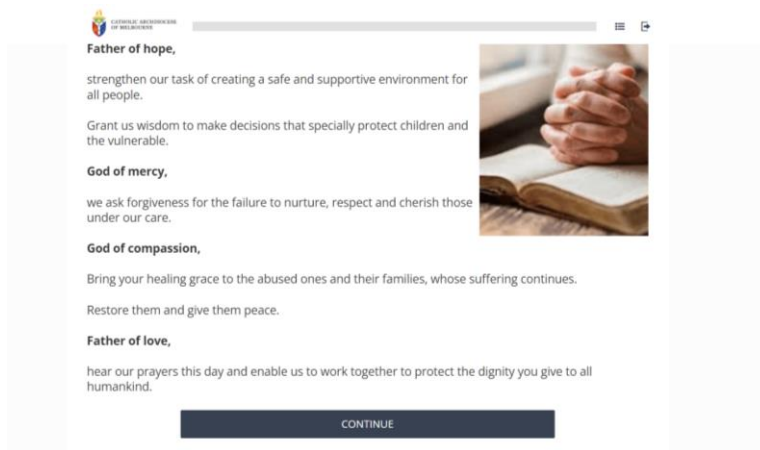
PREV 1 OF 6 NEXT

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



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.

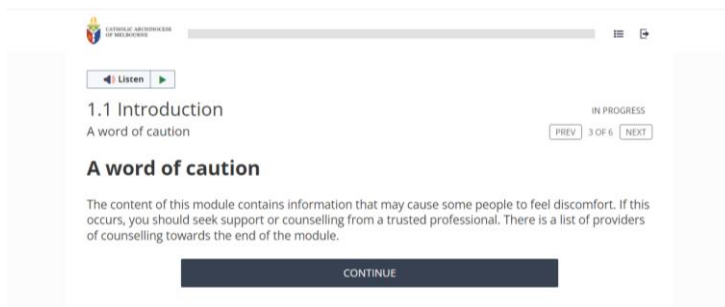
God of mercy,
we ask forgiveness for the failure to nurture, respect and cherish those under our care.

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



1.1 Introduction
A word of caution

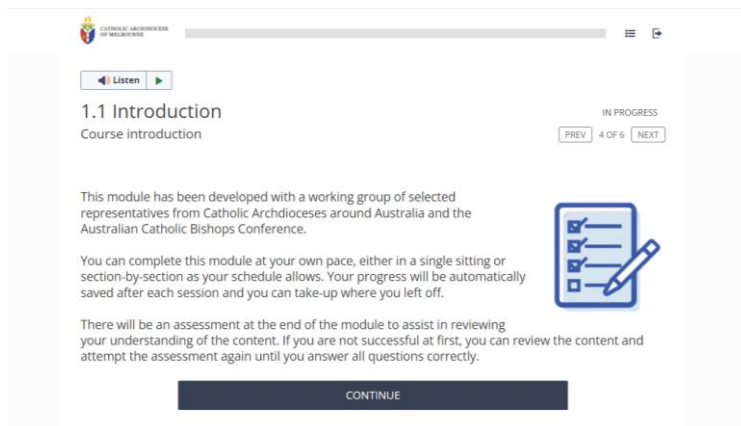
IN PROGRESS
PREV 3 OF 6 NEXT

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



1.1 Introduction
Course introduction

IN PROGRESS
PREV 4 OF 6 NEXT

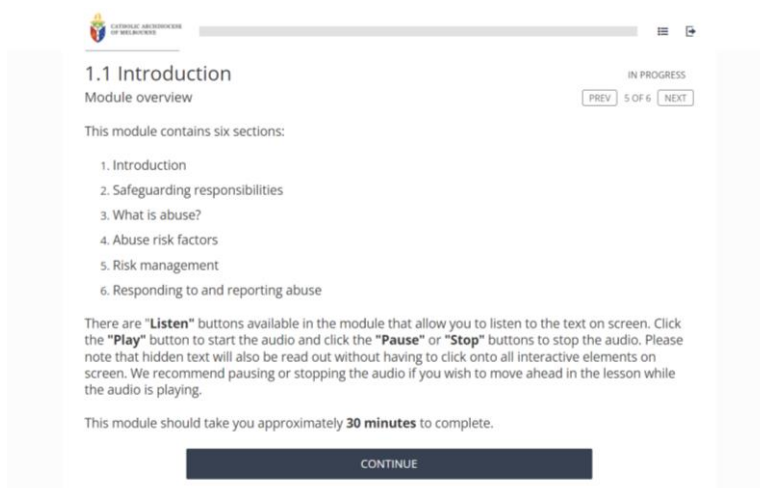
This module has been developed with a working group of selected representatives from Catholic Archdioceses around Australia and the Australian Catholic Bishops Conference.

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



1.1 Introduction
Module overview

IN PROGRESS
PREV 5 OF 6 NEXT

This module contains six sections:

1. Introduction
2. Safeguarding responsibilities
3. What is abuse?
4. Abuse risk factors
5. Risk management
6. Responding to and reporting abuse

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.

This module should take you approximately **30 minutes** to complete.

CONTINUE