



Child Safe Venues eTraining User Guide

PRODUCED AND OWNED BY



ABOUT THE COURSE

The CVA Child Safe Venues eTraining, hosted by Openlearning.com, is an online adaptation of the face-to-face workshop, designed for Venue workers, i.e. helpers, volunteers, staff and governance boards.

Course Objectives

To assist workers in:

- engaging in God-honouring, life-giving and harm-free ministry interactions
- child Safe Environments
- the empowerment and participation of children in child protection
- their understanding of boundaries
- fulfilling their duty of care
- identifying and responding to concerns about harm
- awareness of organisational procedures for responding to risk of harm
- understanding the CVA Child Safe Venue Framework
- awareness of the 10 standards for Child Safety (as recommended by the Australian Royal Commission into Institutional Responses to Child Sexual Abuse)

Theological statement

The course designers acknowledge that across the Christian church there can be different theological perspectives. The information and activities in this course come from a trinitarian, grace-based perspective, which is that of the course designers. We also wish to express that the main concepts in this course, 'duty of care', 'being respectful in our boundary-crossings', 'protection of the vulnerable' and 'safe environments' are all an expression of love for one another, a love which comes from God.

ABOUT THE USER GUIDE

This User Guide is designed to assist course participants in navigating the course.

It contains instructions for:

- signing up for the course at Openlearning.com
- paying for the course
- navigating through the modules and activities
- receiving a participant's certificate

If you are new to using an online learning environment, we suggest seeking assistance from a more experienced person or call the SMR Helpline 1800 070 511 business hours (AEST).

For more information on the use of SMR's *eTraining*, contact us at etraining@smr.org.au

User Guide last updated 04/03/2018

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Signing in and payment to Openlearning.com

Step 1:

Go to the Safer Churches Induction course at Openlearning.com by typing the following address into your web browser

<https://www.openlearning.com/courses/cva-child-safe-venues-induction>

or by clicking the weblink at the CVA website



Step 2:

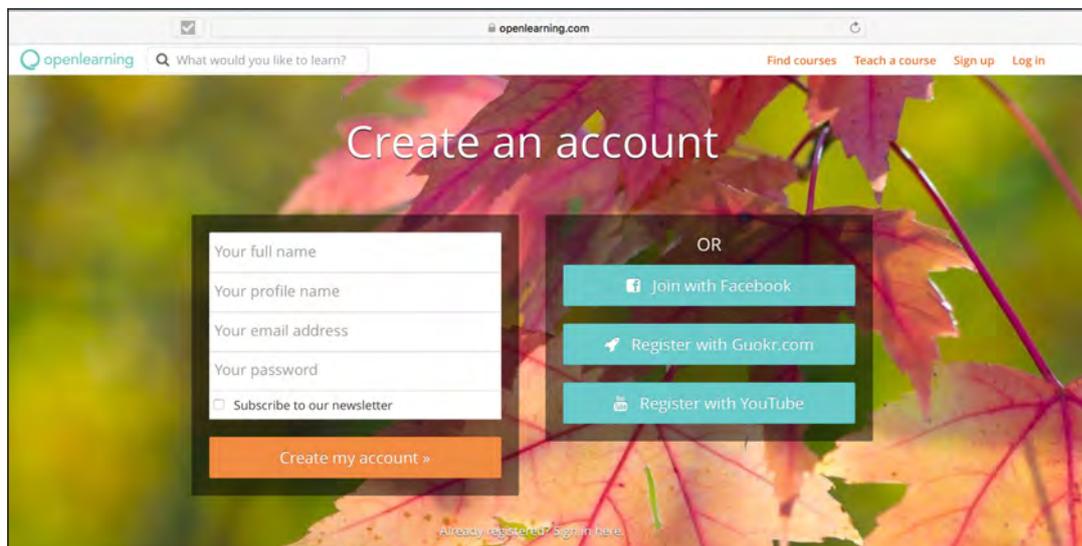
Click on the **Join the course** button (see above) which will take you to the sign up screen (see below).

Sign up as a student with Openlearning.com

Enter your your full name.

The profile name is automatically created by the system.

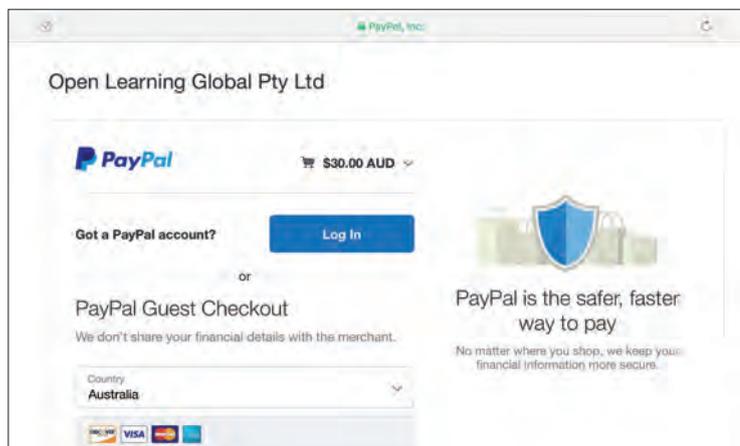
Enter your email address and a password.



Signing in and payment to Openlearning.com

Step 3:

Once you have entered your email and password you will be directed to PayPal where you can pay the \$30.00 for the course using your credit card. You can do this as a PayPal guest or, if you have a PayPal account, you can sign in to PayPal to pay.



Step 4:

Once you have completed the payment, click on the **Return to Seller's website** button which will take you back to Openlearning.com



Extra information before you begin

Once enrolled, the system will ask you to enter some additional information. This information is important for SMR's communication with CVA & your Venue

Once you have filled in all fields click **Save Changes**

Automatic saving & tracking of your progress

You are able to exit the eTraining at any time. When you sign back in, your progress will be saved so that you can continue from where you previously ended.

Homepage

Click the **Home** tab to return to the course Homepage where you can read more about the course.



The **MENU** tabs on the left side allow you to select between the sections of the eTraining Induction

The 'Your Progress' bar tracks your progress through the course

The screenshot shows the homepage with a blue header and a left-hand menu. The main content area displays a welcome message, course objectives, and learning activities. A progress bar at the top right shows 'Completed: 0/2' for the Introduction and 'Completed: 0/5' for Module 1. Below the progress bar, there are three cards: 'Module 1 Introduction', 'A National commitment', and 'The Royal Commission'.

CVA Child Safe Venue Framework page

The sample policy, procedures and implementation resources are found on the menu bar, and are downloadable as MSWord files.



The screenshot shows the 'CVC Child Safe Venue Framework' page. The left-hand menu is highlighted, and the main content area displays text about the framework, including a link to the 'Safe Ministry Helpline 1800 070 511' and a download link for the 'CVA Child Safe Venues Framework Template V1.2-2018_V1.1-modified by CVA.docx (3.4 MB)'. The page is displayed in a browser window with a filestack watermark.

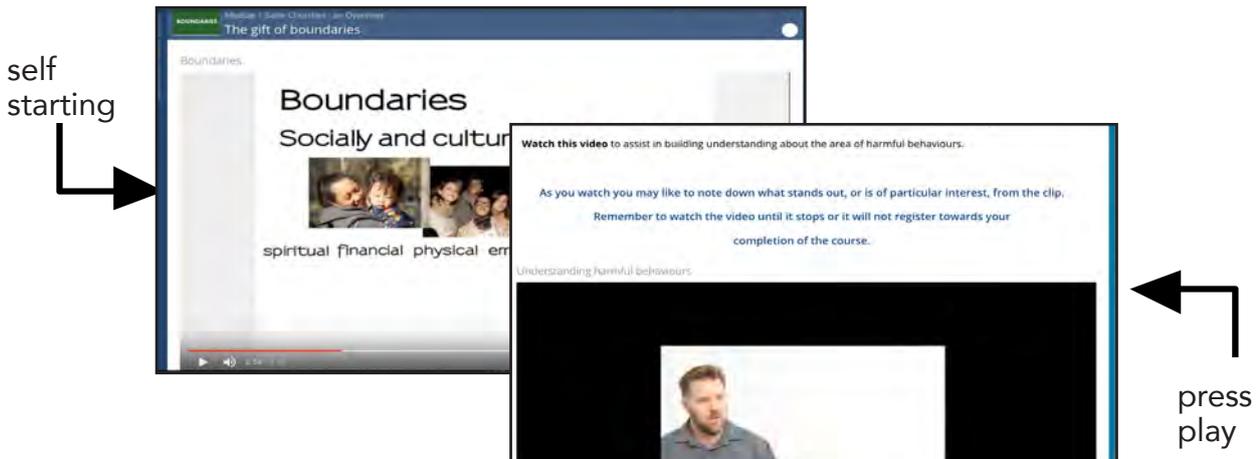
Modules and activities



Click on this TAB to select between the Modules & Activities.

Video clips

Some videos are self-starting, and others you will need to click on the play button in the middle of the screen before it will start. You will need to watch the entire video for this to count towards your course credit.



Activity types

There are a variety of activities to complete as part of this course.

Surveys



Click in each box to tick when you have completed the task.

Activity types

There are a variety of activities to complete as part of this course.

Matching activities

Scenario - fall from the dining room roof

After a severe storm, a couple of people climbed onto the dining room roof to check the condition of the roof tiles. As they were about to come down off the roof, one person slipped and slid down the roof before falling to the ground from a height of approximately 3 metres.

They appeared to be in great pain and said they couldn't move their leg.

Responding to an incident - match the elements of response with the relevant response categories.

In the moment	In the next 12 - 24 hours	Over the next few weeks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Original post by [@openlearning](#) on [Openlearning.com](#)

Provide follow up support for the injured person Provide follow up support for those needing care or debriefing

Hold your left mouse on the sentence and drag it into the correct column. Once you have dropped all the sentences into their correct column, click on the **Check Answers** button. If you have all the answers correct, you will receive a 'correct' message. Keep dropping and dragging until all your answers are correct.

Multiple choice

Module 3 Review quiz

Complete the following multiple choice quiz to test your knowledge of Module 3

Which of the statements relates to protective factors in a child's life, which can act as protections from harm:

- Learning the indicators of abuse
- Strong personal protection, strong family relationships, good support networks and protective communities.
- A child's risk taking behaviour
- Living in a country without child protection legislation

Select the statement that relates to the relationship between harm and boundaries.

- Harm can occur when boundaries are respected.
- Boundaries can never be crossed without causing harm.
- When boundaries are violated harm can and often does occur
- There are flexible and inflexible boundaries.

Click inside the circle for the answer you believe is correct and check your answer by clicking on the **Check** button. If you are correct, you will receive the 'correct' message. If you are incorrect, try again.

Links to relevant external websites

The link below contains each State/Territory mandatory reporting information.

Click on the link to find general information about making a report in your state or territory.

The Australian Institute of Family Studies outlines the state and territory mandatory reporting laws <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>

NOTE: Websites correct as at 01 May 2017

External weblinks are important as they provide relevant information for you in helping to build your understanding. You will need to take the time to read through the information in the weblinks. Once you have finished reading the information, you will need to return to the *Openlearning.com* tab in your web browser.

Completion and certificate

Conclusion of course
Conclusion



Congratulations!

You have now completed the CVA Child Safe Venues eTraining.

We pray that this has been helpful in building your understanding of the CVA Child Safe Venue Framework and your responsibilities as a venue worker.

Be sure to download your certificate of completion.

Certification Status

This tab is where you can track your progress. When 100% complete, you can download your Certificate of Completion.

My Progress

PROGRESS
Comments: 0
Kudos: 0



Share

MY PAGES
[Profile Page](#)
[Blog Page](#)

CERTIFICATION AWARDED

CVA Child Safe Venues eTraining
Certificate of completion

- 1 Complete the course ✓
- 2 Certification ✓

Certificate Awarded
Congratulations! You have been awarded a certificate for this course.



CVA Child Safe Venues eTraining
Certificate of completion

[Download Certificate](#)

Filter by Activity: All

Learning Activities

Introduction

Activity

-  [Course introduction](#)
-  [Safe Ministry](#)



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CERTIFICATE OF COMPLETION

Presented to
SMR eTraining
For the completion of
CVA Child Safe Venues eTraining
Issued on 28 February 2018
ID: BLZ6P7JVRBB



This course was provided through OpenLearning
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PETER BARNETT
Director Safe Ministry Resources

Example Certificate