



CATHOLIC ARCHDIOCESE OF MELBOURNE

## Safeguarding Essentials Training – Successful Completion

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

safeguarding.melbournecatholic.org/apex/scormanywhere\_SCORM\_Player?inline=1&courseId=a408w00000037GUAY&simplemedia=true&DisableVersioning=true&autoplay=1

CAM Website Dashboard - CA... Eventbrite SharePoint Microsoft 365 OneDrive PSU - Safeguarding Salesforce NOVA Salesforce PACEM Polonius

CATHOLIC ARCHDIOCESE OF MELBOURNE

Listen EXIT

Catholic Archdiocese of Melbourne - Safeguarding Essentials

Course completed

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.

|   |           |
|---|-----------|
| 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

safeguarding.melbournecatholic.org/apex/scormanywhere\_SCORM\_Player?inline=1&courseId=a408w00000037GUAY&simplemedia=true&DisableVersioning=true&autoplay=1

CAM Website Dashboard - CA... Eventbrite SharePoint Microsoft 365 OneDrive PSU - Safeguarding Salesforce NOVA Salesforce PACEM Polonius

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®

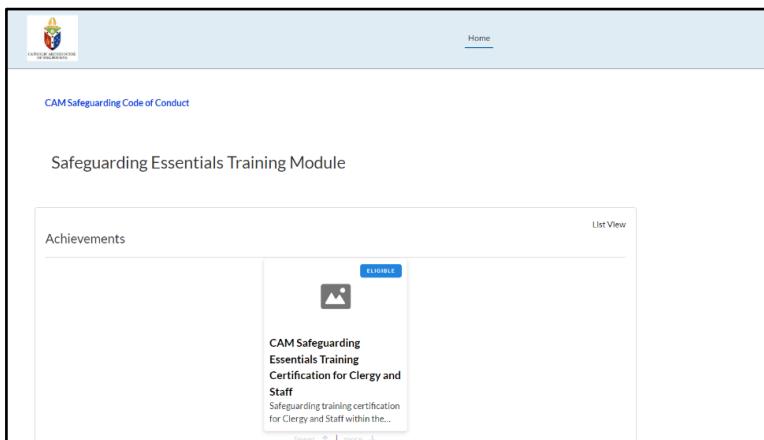
### Safeguarding Unit

St Patrick's Centre, 486 Albert Street, East Melbourne VIC 3002 Australia. PO Box 146, East Melbourne VIC 3002 Australia

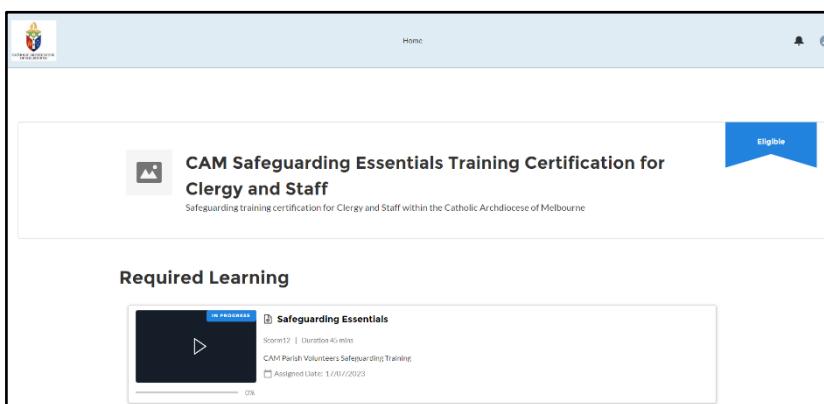
Telephone: (03) 9261 5621 | Email: [safeguarding@cam.org.au](mailto:safeguarding@cam.org.au) | Website: [www.melbournecatholic.org](http://www.melbournecatholic.org)

*The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.*

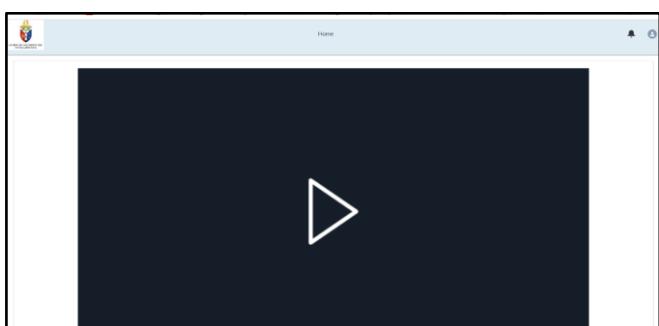
3. Go back into the home dashboard or log back into your training. If the module says **ELIGIBLE**, click on the module. Eligible means you haven't successfully completed the training and have one final step to do.



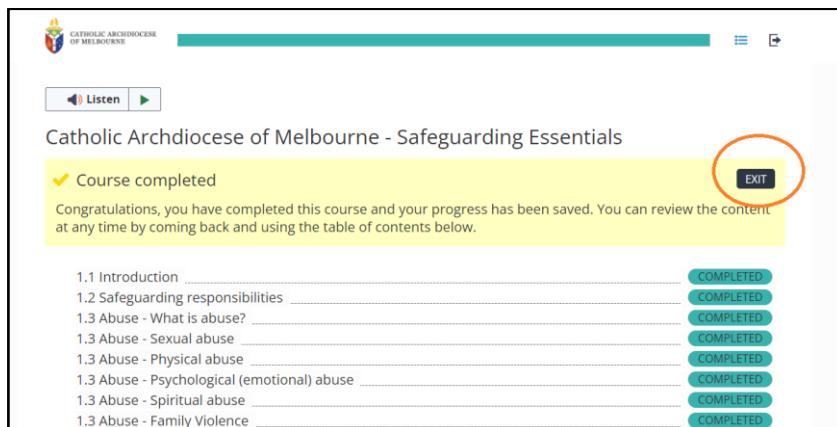
4. This screen will appear. Click on the video module.



5. Click on the video play button



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



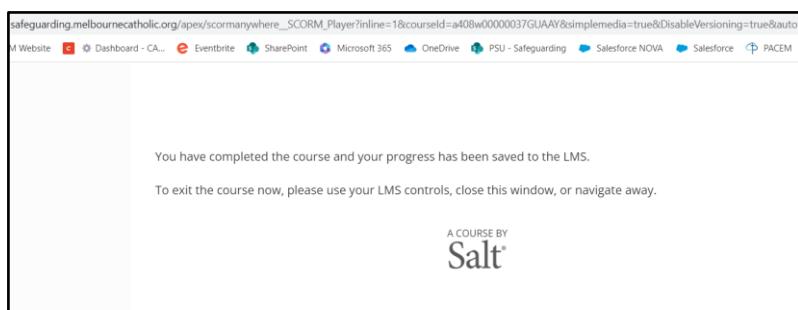
Catholic Archdiocese of Melbourne - Safeguarding Essentials

Course completed

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.

| Module                                      | Status    |
|---|-----------|
| 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 |

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

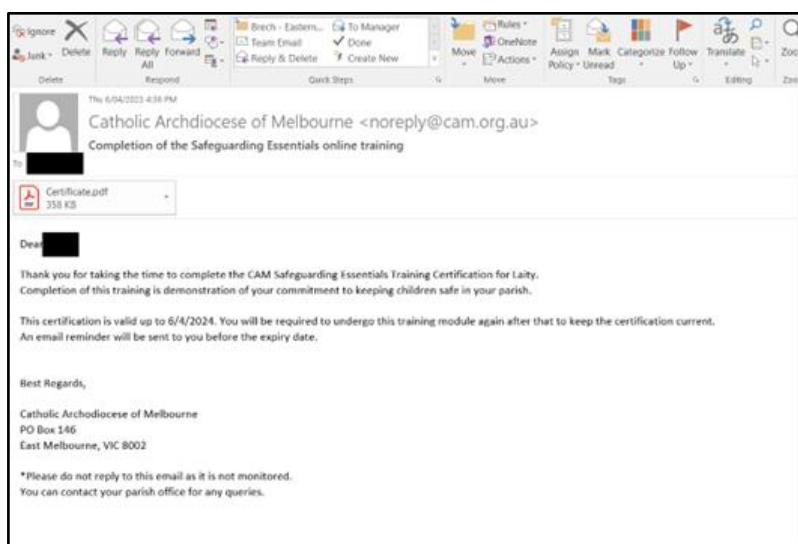


You have completed the course and your progress has been saved to the LMS.

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

A COURSE BY  
Salt\*

8. Check your email inbox.



Thu 6/04/2023 4:36 PM

Catholic Archdiocese of Melbourne <noreply@cam.org.au>

Completion of the Safeguarding Essentials online training

Dear [REDACTED]

Thank you for taking the time to complete the CAM Safeguarding Essentials Training Certification for Laity. Completion of this training is demonstration of your commitment to keeping children safe in your parish.

This certification is valid up to 6/4/2024. You will be required to undergo this training module again after that to keep the certification current. An email reminder will be sent to you before the expiry date.

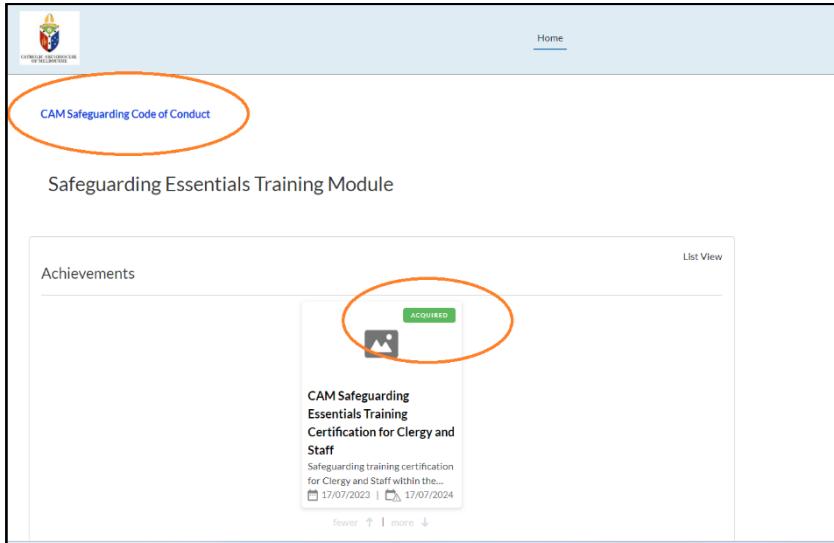
Best Regards,

Catholic Archdiocese of Melbourne  
PO Box 146  
East Melbourne, VIC 8002

\*Please do not reply to this email as it is not monitored.  
You can contact your parish office for any queries.

9. Module should now say **ACQUIRED**

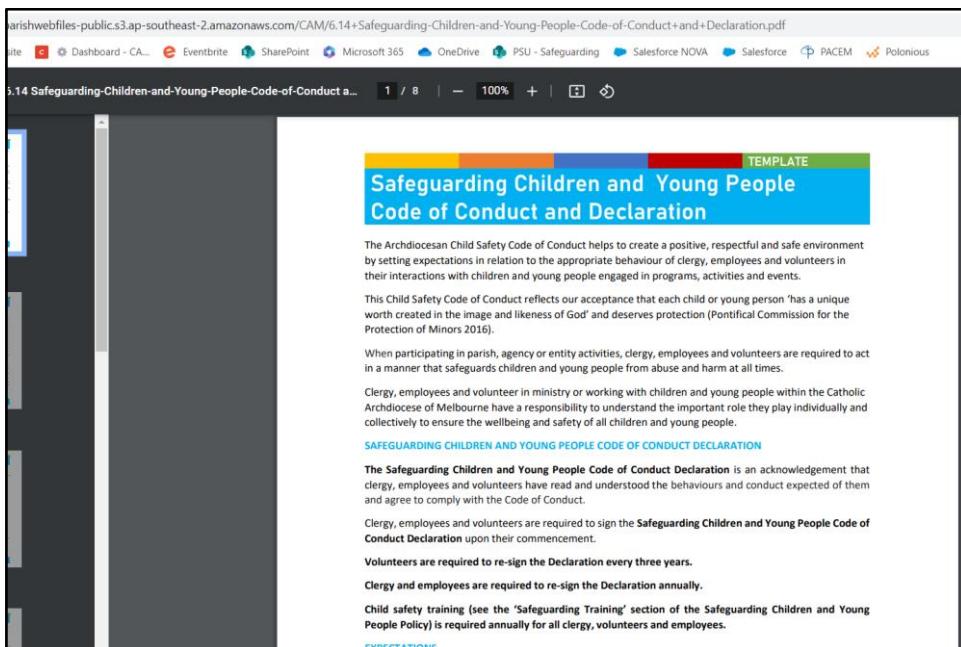
10. Click on the **Code of Conduct**



The screenshot shows a web-based training platform. At the top, there is a logo for the Catholic Archdiocese of Melbourne and a 'Home' link. Below the logo, a blue button labeled 'CAM Safeguarding Code of Conduct' is circled in orange. The main content area is titled 'Safeguarding Essentials Training Module' and shows a list of achievements. One achievement is highlighted with an orange circle: 'CAM Safeguarding Essentials Training Certification for Clergy and Staff'. This achievement has a green 'ACQUIRED' button and a small image icon. The achievement details are as follows:

- CAM Safeguarding Essentials Training Certification for Clergy and Staff**
- Safeguarding training certification for Clergy and Staff within the...
- 17/07/2023 | 17/07/2024

11. Review Code of Conduct



The screenshot shows a PDF document titled 'Safeguarding Children and Young People Code of Conduct and Declaration'. The title is at the top, followed by a 'TEMPLATE' section. The document discusses the Archdiocesan Child Safety Code of Conduct and its purpose. It outlines the responsibilities of clergy, employees, and volunteers, and the declaration they must sign. The declaration section includes a statement about the code of conduct, a requirement to re-sign every three years, and a note about annual safety training. The document ends with a 'EXPECTATIONS' section.

**Safeguarding Children and Young People Code of Conduct and Declaration**

The Archdiocesan Child Safety Code of Conduct helps to create a positive, respectful and safe environment by setting expectations in relation to the appropriate behaviour of clergy, employees and volunteers in their interactions with children and young people engaged in programs, activities and events.

This Child Safety Code of Conduct reflects our acceptance that each child or young person 'has a unique worth created in the image and likeness of God' and deserves protection (Pontifical Commission for the Protection of Minors 2016).

When participating in parish, agency or entity activities, clergy, employees and volunteers are required to act in a manner that safeguards children and young people from abuse and harm at all times.

Clergy, employees and volunteers in ministry or working with children and young people within the Catholic Archdiocese of Melbourne have a responsibility to understand the important role they play individually and collectively to ensure the wellbeing and safety of all children and young people.

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT DECLARATION**

The Safeguarding Children and Young People Code of Conduct Declaration is an acknowledgement that clergy, employees and volunteers have read and understood the behaviours and conduct expected of them and agree to comply with the Code of Conduct.

Clergy, employees and volunteers are required to sign the Safeguarding Children and Young People Code of Conduct Declaration upon their commencement.

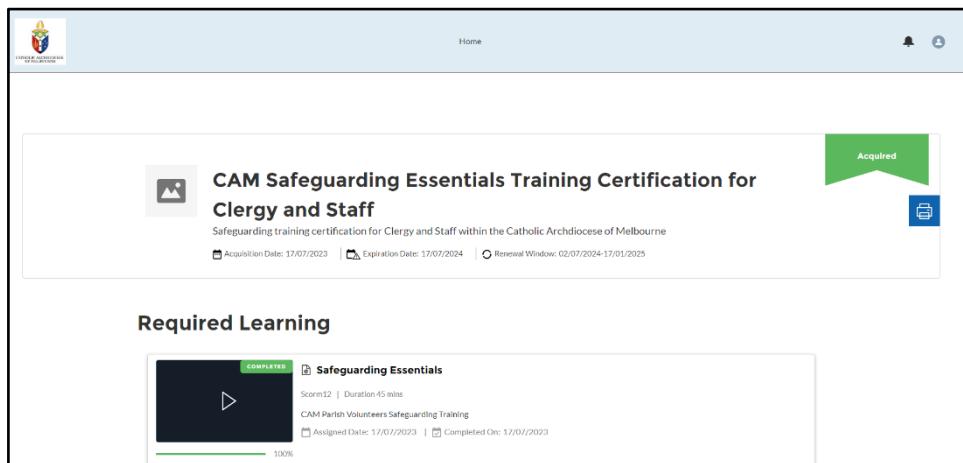
Volunteers are required to re-sign the Declaration every three years.

Clergy and employees are required to re-sign the Declaration annually.

Child safety training (see the 'Safeguarding Training' section of the Safeguarding Children and Young People Policy) is required annually for all clergy, volunteers and employees.

**EXPECTATIONS**

12. You have successfully completed your Safeguarding Essentials Training.

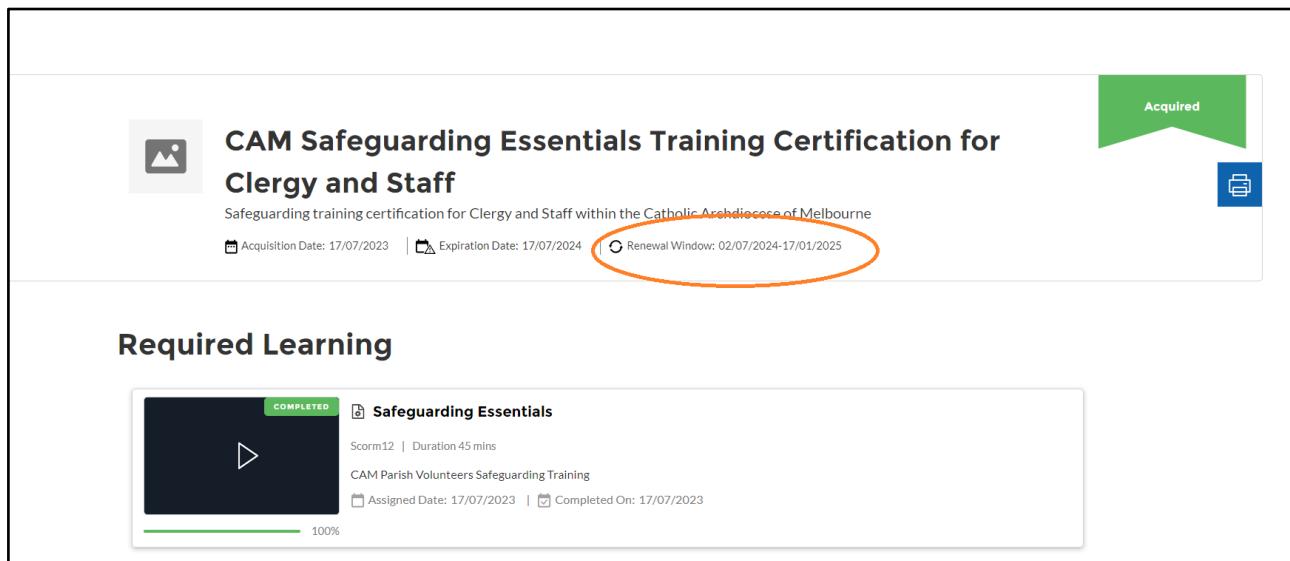


The screenshot shows the CAM Safeguarding Essentials Training Certification for Clergy and Staff. At the top, there is a green 'Acquired' badge with a blue 'Print' icon. Below the badge, the title 'CAM Safeguarding Essentials Training Certification for Clergy and Staff' is displayed, along with a description: 'Safeguarding training certification for Clergy and Staff within the Catholic Archdiocese of Melbourne'. Below this, a status bar shows 'Acquisition Date: 17/07/2023', 'Expiration Date: 17/07/2024', and 'Renewal Window: 02/07/2024-17/01/2025'. A large section titled 'Required Learning' contains a completed module for 'Safeguarding Essentials' (Scorm12, Duration 45 mins, CAM Parish Volunteers Safeguarding Training, Assigned Date: 17/07/2023, Completed On: 17/07/2023, 100% completion).

### 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](mailto:safeguardingunit@cam.org.au)



The screenshot shows the CAM Safeguarding Essentials Training Certification for Clergy and Staff. It features a green 'Acquired' badge and a completed learning module for 'Safeguarding Essentials'. The status bar at the top includes the text 'Renewal Window: 02/07/2024-17/01/2025', which is circled in red. The 'Required Learning' section is identical to the previous screenshot, showing a completed module for 'Safeguarding Essentials'.