



SAFE CHURCH TRAINING Initial Training and Refresher Training Briefing

The Initial Training and Refresher Training is now available online, in partnership with Safe Ministry Resources (SMR) and www.OpenLearning.com

Bunbury Diocese continues to work with SMR to enable an online option to be made available to all parishioners, churchworkers and leaders. This is hosted by www.OpenLearning.com. This Safe Ministry 'e-Training Induction' programme will be available to all those in leadership or supervisory roles who need to comply with the Diocese's policy on Safe Church practices.

This Safe Church training **MUST** be done by **all individuals** in a parish or diocesan leadership position, whether a team leader, supervisor, co-ordinator or someone in a parish leadership role, whether it is for the first time or because your Safe Church Training needs to be refreshed after three years.

Individual Online Training

Part One

- Please see the User Guide attached for information.
- The individual will go to www.openlearning.com and sign up to the course by becoming a 'user'. Use the activation code for Bunbury Diocese.
- The participant will be invited to answer the initial questions, including name, email address, role title/parish/diocese and start the online workshop.
- You will be able to work through the modules over time or in one session as it allows for self-paced learning.
- Upon completion of the training, SMR will advise the Diocesan office each month of those who have successfully completed this section of the Safe Church Training Requirements for the Diocese.
- The Diocesan Office will advise the Parish Safe Church Contact Person each month of those who have completed the online training in the parish and who are ready to do the second part of the compliance process.

Part Two of Safe Church Compliance

- The individual will be contacted by the SCCP and invited to take part in the next parish face-to-face session, which will include making sure the relevant volunteer and police clearance forms are completed correctly, signed and submitted; questions and local issues are discussed to complete the Safe Church Induction for the Church, Diocese and Parish; and, any pastoral issues are appropriately dealt with by parish leaders.

Safe Church Group Online Training Workshop provided locally

- Parishes also have the option of providing the online training in a group environment, with the Safe Church Contact Person providing one or more group sessions to work



through the modules and hold the discussions. The number of sessions will set at the pace requested by the participants and at times to suit group members.

- Individuals who choose to do this training in a group in a parish setting will be able to decide whether to do it over one or more sessions. This may be helpful for those with limited internet access or who are unfamiliar with the online technology. This group work will also include completing the relevant forms and engaging in a group discussion.

Compliance

- The Safe Church Contact Person will facilitate the group training sessions online and will confirm the attendance and participation of those participating with the Diocese each month; and will ensure completion of the forms for each individual, and payment contribution by the individual.
- The details of those participating in a parish online group will be provided to the Diocesan Office by the Safe Church Contact Person. These will be checked by the Diocese with SMR on a monthly basis, and once the training has been completed and the forms up to date, the Safe Church Contact Person will let the Diocese know and the Diocese will advise the successful completion of the compliance obligation for the next three years to the Safe Church Contact Person.

Training for Safe Church Contact Persons

- Training is being provided for the Safe Church Contact Persons to facilitate these training workshops online and the processes now being implemented in parishes and with the Diocese.

Cost of the Training

- The cost of participation in the Safe Church eTraining is \$30.00 and the Diocese will be charged for this cost when the individual completes the online training.
- This charge will only be paid by the Diocese when the online training is completed by the individual.
- The Diocese will then charge the parish as it currently does, for part of the training costs. The individual will be asked to contribute \$10 to the cost of the training as is the current situation. Evidence of payment will be included in the confirmation of completion.
- Once this has taken place, the Safe Church Contact Person will advise the Diocese who will issue its own Certificate of Completion to the individual as confirmation all compliance obligations are met in full for the next three years.

The Diocesan Office can also provide resources for this training if required.

The Diocesan Website has a Safe Church section where information is kept updated.