

The Salvation Army Safeguarding Children Principles Training Detailed Instruction Guide for Employees, Officers & Volunteers

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Course overview

The course consists of 10 modules with participants required to **complete all activities** within these modules. There is a Knowledge Check section at the end of Modules 3, 6 and 10. In order to progress to the next module, participants must answer 80% of Knowledge Check questions correctly.

The training takes approximately 2 hours to complete.

System requirements to complete the online training

Which browser should I use?

The Australian Childhood Foundation recommends using the latest version of Google Chrome, Edge, Firefox for Windows or Safari for Mac, for the best possible experience. We **DO NOT** recommend that you use Internet Explorer as this browser is now obsolete. Please ensure your browser is up to date to avoid potential technical issues.

Operating system for the online training

Sometimes if a computer has not had the latest updates installed, this can cause an issue with the training. Where possible, use a TSA laptop/desktop that is organisationally monitored to help ensure the latest updates and latest operating system are installed.

Reliable internet connection

High speed internet connection is strongly recommended. Where possible, the preference is for a wired connection over a wireless connection.

Email address

The online training system requires an email address for registration. An email address is also required to verify an account. For example, this is necessary in instances where multiple users have the same name. There are several free email services which users can access to create a free email address e.g. Outlook, Gmail, Yahoo Mail.



Accessing the online training and creating an account

Link to the Safeguarding Children Training Principles course

The Safeguarding Children Principles Training course can be accessed via this link: **tsasafeguarding.trainingvc.com.au**

Creating a username and password

Please create a Username and Password and click Log in.

We recommend that your Username should be your email address. Please create a Password that is easy to remember. **Please write down your username and password for future reference.**



Safeguarding Principles Training

Forgotten your username or password?

Cookies must be enabled in your browser 🕜

tsa@test.org.au

.....

Remember username

Log in

Is this your first time here?

Hi!

Please create a username and password by filling out the information above and clicking on Log in.

Create a username using your email address and remember to create a password that is easy to remember.

Please do not hesitate to contact safeguarding@childhood.org.au if you require assistance.





Complete the fields **First name / Surname / Email address** and then click **Save Details**.

Home / Dashboard / Preferences / Use	er account / Edit	profile
 General 		
First name	0	TSA
Surname	0	Test
Email address	0	tsa@test.org.au
		Save Details Cancel
There are required fields in this form marke	ed 🕕 .	





Forgot your username or password

If you forget your username and/or password **DO NOT** create a new account.

You can go to the ACF login page and click on *Forgotten your username or password* link, enter either your username or email address, **but not both**. Press Search

Safeguarding Principles Training

Username / email	Forgotten your username or password?
Password	Cookies must be enabled in your browser 💡
Remember username	

Is this your first time here?

Hi!

Please create a username and password by filling out the information above and clicking on Log in. Create a username using your email address and remember to create a password that is easy to remember. Please do not hesitate to contact safeguarding@childhood.org.au if you require assistance.

Should you experience any issues with this link, the ACF Helpdesk can assist you with this.

Contact details: 1300 381 581 or safeguarding@childhood.org.au





Enrolment Keys

You will be required to enter an **Enrolment key** to access the course.

Enter the Enrolment key you have been provided by The Salvation Army and click **Enrol me**.

E O Australian Childhood Foundation	
The Salvation Army	The Salvation Army Home / Courses / The Salvation Army / Enrol me in this course / Enrolment options
Home Dashboard	Enrolment options
	 Enter enrolment key provided by TSA Enrolment key
	Enrol me

What is my 'Enrolment Key'?

Information on Enrolment Keys for Officers, personnel and contractors is included in the Learn notifications, on the Learn <u>'Course Overview'</u> page, the <u>Safeguarding Children and Young People Toolkit</u> 'Safeguarding Training' tab and the <u>'Mandatory Training for Volunteers'</u> pages of the Volunteer Resources website.

Please note: ACF cannot provide users directly with an Enrolment Key.





Starting the training

To commence the course, click **Module 1 – Introduction**



Click **Start** and work through the module.



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 Childhood
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Once you have completed the module, select Save and Exit Module.

lome / Courses / 2021 Course / TSA_2021 / / N	fodule 1 - Introduction		Return to the Course home page
	Conclusion	\sum	A SAVE AND EXIT MODULE
	This module has now been completed.		
	Please click to Save and Exit Module.		

Select Return to the Course Home Page







Once a module has been completed it will be marked with a tick.



This course has ten modules. As each module is successfully completed the next module will be available to access. Select Introduction to begin the course.



Exiting the training and saving your progress

Should you wish to exit the module at any point, select **Save and Exit Module**.





Your progress will be saved, and you can resume the training at a later point.

Click the menu in the right top hand corner and select **Log out**.



Internet connection and saving progress

PLEASE NOTE: If your internet connection is **disconnected** at any stage, you will receive a notification advising the system has detected that your internet has been disconnected. For your progress to be saved, you **must** be connected to the internet. If you continue to complete the training while disconnected from the internet, your progress may **NOT** be saved.





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Session timeout alert

If the online training is left inactive for an extended period of time, you will receive a notification advising that your session is about to time out. Please click **Extend session** to continue with the training.

×	
Your session is about to time out. Do you want to extend your current session? Extend session Cancel	



If the session has been left inactive for an extended period, an alert notification will be displayed advising that your session has timed out. You will need to log back into the online training to continue.

Ok	

Working through the training

Throughout the 10 modules there are various activities to complete. You must complete all activities to progress through the training. Examples include:

Definitions/ headings, make sure to click the **+** symbol to view the content under each heading.



Diagrams, ensure you click on any links within the diagram to access the content.



Safeguarding Children Services





Please select your jurisdiction for more information on child related pre-employment checks.



Flip cards, ensure that you click the press to flip link in the right hand bottom corner.







School

Please turn over each flashcard below to see an appropriate response to each situation.





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Case studies, you must click and read through each page of the case study.



If you have not completed all activities, you will see a notification advising that you must **complete the content before moving on**.

Complete the content above before moving on. ô

If you have completed all activities, the bar will turn orange and a **continue** notification will appear.





Module 3 activities

Module 3 contains various activities which must be completed before you can progress to the first Knowledge Check section. These include:

- Clicking on each of the headings in the section *Keeping children safe in organisations*
- Ensure that you click through all pages in each of the Case Studies
- Under the heading *Playing Football*, answer the multiple-choice question
- Ensure that you turn each of the flip cards. In the bottom right hand bottom corner of the flip card, you must click the **press to flip** link

Low and high risk behaviours

Please turn over all the cards to see the level of risk these behaviours pose to children and young people.

A youth worker purchases a mobile phone for a teenage girl he is assisting and tells her not to tell anyone about the gift.	A football club committee member befriends a 13-year-old boy and his parents. The parents are impressed with his interest and his	A primary school teacher surprised her class today by giving each child a small chocolate treat to acknowledge their good behaviour during
A child being mentored	A grief counsellor	A camp leader





Generating a Certificate of Completion

Upon completion of the training you will be required to generate a **Certificate** of **Completion**.

Please select Save and Exit Module.

Home / Courses 2021 Course TSA 2021 / / Module 10 - Risk assessment		Return to the Course home page
Certificate		
Australian Childhood Foundation	Congratulations! You have now completed the Safeguarding Children online course. To complete the course and download your Certificate, please Save and Exit Module and then select Return to the Course Home Page where you will be able to access your Certificate.	

Select Return to the Course Home Page.







You will be taken back to the course homepage.

Please click the link Get your certificate.



Click View certificate.



A Certificate of Completion will be generated. You can print and/or save a

If you have not completed the course, access to **Get your certificate** will not be available. A note advising '*Not available*' will be displayed.

Get your certificate

Restricted
Not available unless: The activity Module 10 - Risk assessment is marked complete

ACF Helpdesk Contact Details

Should you require assistance with the online training, please contact the ACF Helpdesk:

Phone: 1300 381 581

Email: safeguarding@childhood.org.au

