

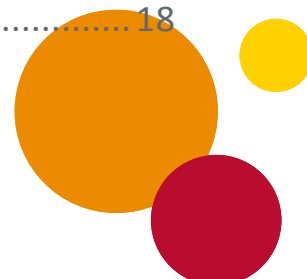
The Salvation Army

Safeguarding Children Principles Training

Detailed Instruction Guide for Employees, Officers & Volunteers

Contents

Course overview	2
System requirements to complete the online training	2
Which browser should I use?.....	2
Operating system for the online training.....	2
Reliable internet connection	2
Email address	2
Accessing the online training and creating an account.....	3
Link to the Safeguarding Children Training Principles course	3
Creating a username and password.....	3
Forgot your username or password	5
Enrolment Keys.....	6
What is my 'Enrolment Key'?.....	6
Starting the training	7
Exiting the training and saving your progress	8
Internet connection and saving progress	9
Session timeout alert	10
Working through the training	11
Module 3 activities.....	15
Generating a Certificate of Completion	16
ACF Helpdesk Contact Details	18



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, Firefox 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

☐ Remember username

[Forgotten your username or password?](#)
[Cookies must be enabled in your browser ?](#)

Is this your first time here?

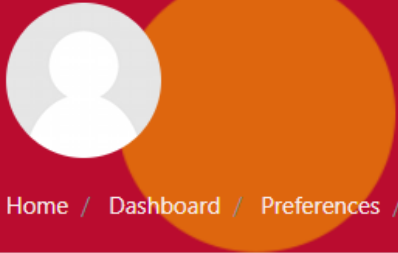
Hi!

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 / User account / Edit profile

▼ General

First name	!	<input type="text" value="TSA"/>
Surname	!	<input type="text" value="Test"/>
Email address	!	<input type="text" value="tsa@test.org.au"/>

There are required fields in this form marked ! .

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

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

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.

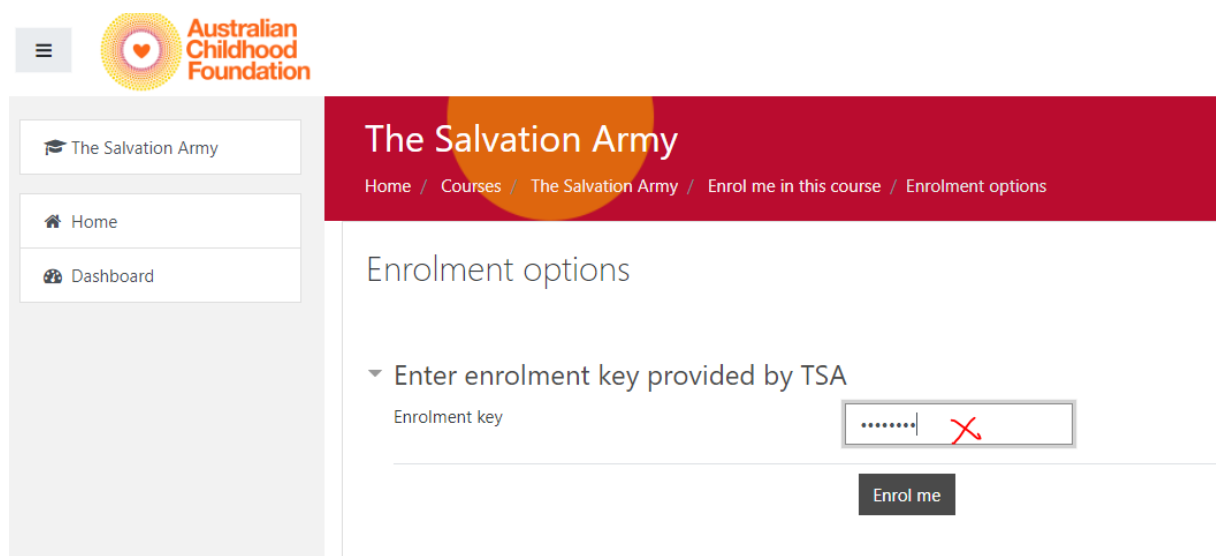
Should you experience any issues with this link, the ACF Helpdesk can assist you with this.

Contact details: 1300 381 581 (**Press 4** for Safeguarding) 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**.



The screenshot shows the Australian Childhood Foundation website interface. On the left is a sidebar with a menu icon and the foundation's logo. The main content area has a red header for 'The Salvation Army' with a breadcrumb trail: 'Home / Courses / The Salvation Army / Enrol me in this course / Enrolment options'. Below the header, the section is titled 'Enrolment options'. A dropdown menu is open, showing 'Enter enrolment key provided by TSA'. Under this, there is a text input field labeled 'Enrolment key' containing several dots, with a red 'X' icon to its right. Below the input field is a dark button labeled 'Enrol me'.

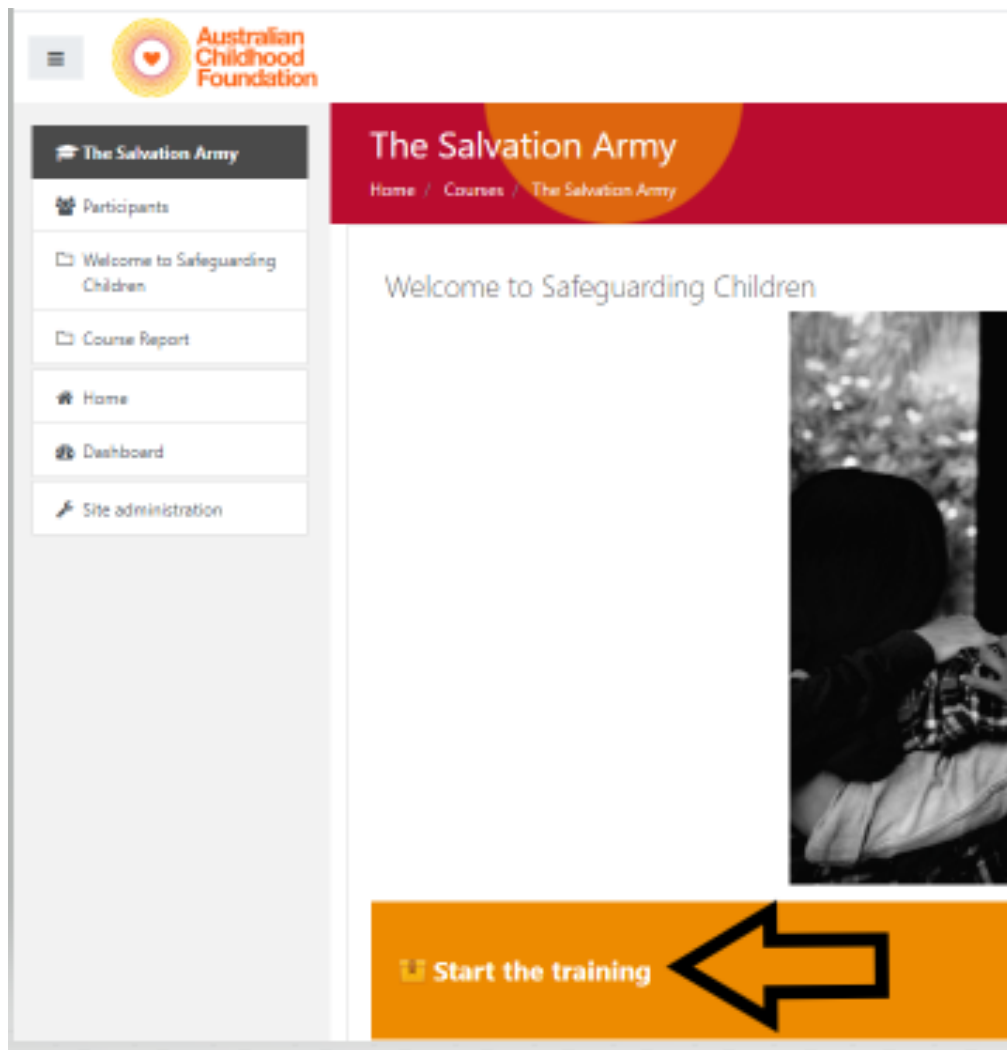
What is my 'Enrolment Key'?

Information on Enrolment Keys for Officers, personnel and contractors is included in the Learn notifications, on the Learn ['Course Overview'](#) page, the [Safeguarding Children and Young People Toolkit](#) 'Training Materials' section and the ['Mandatory Training for Volunteers'](#) 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 on **Start the training**.



Click **Enter**.

The Salvation Army

Home / Courses / The Salvation Army / Welcome to Safeguarding Children / Start the training

Start the training

Note: You must be logged in to complete this training. Should you wish to training. Your progress will be saved and you can resume at a later point by activity you risk being disconnected and losing progress.

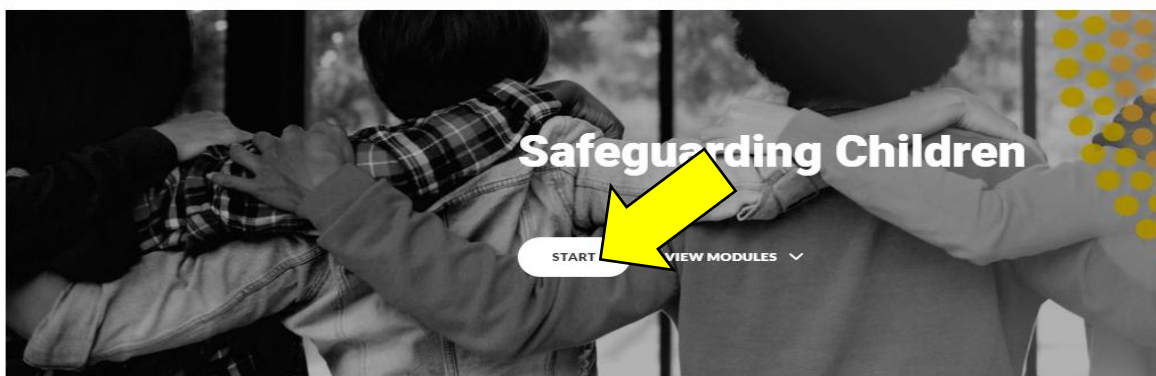
Select the 'Enter' button to start the training.

Enter

Click **START**.

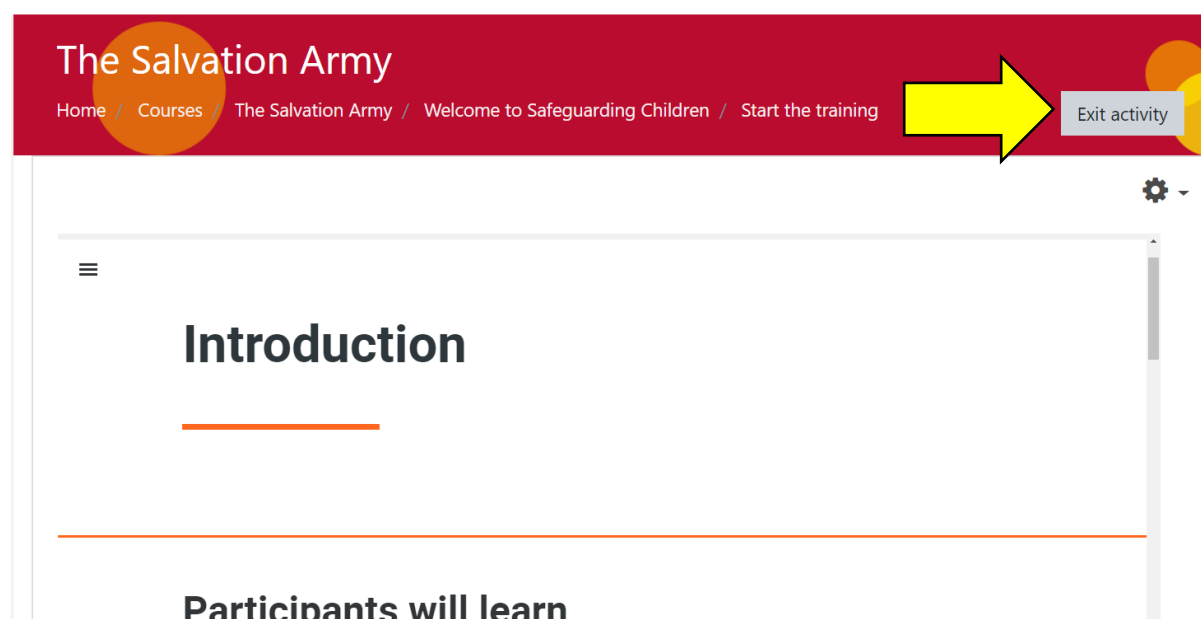
The Salvation Army

Home / My courses / The Salvation Army / Welcome to Safeguarding Children / Start the training



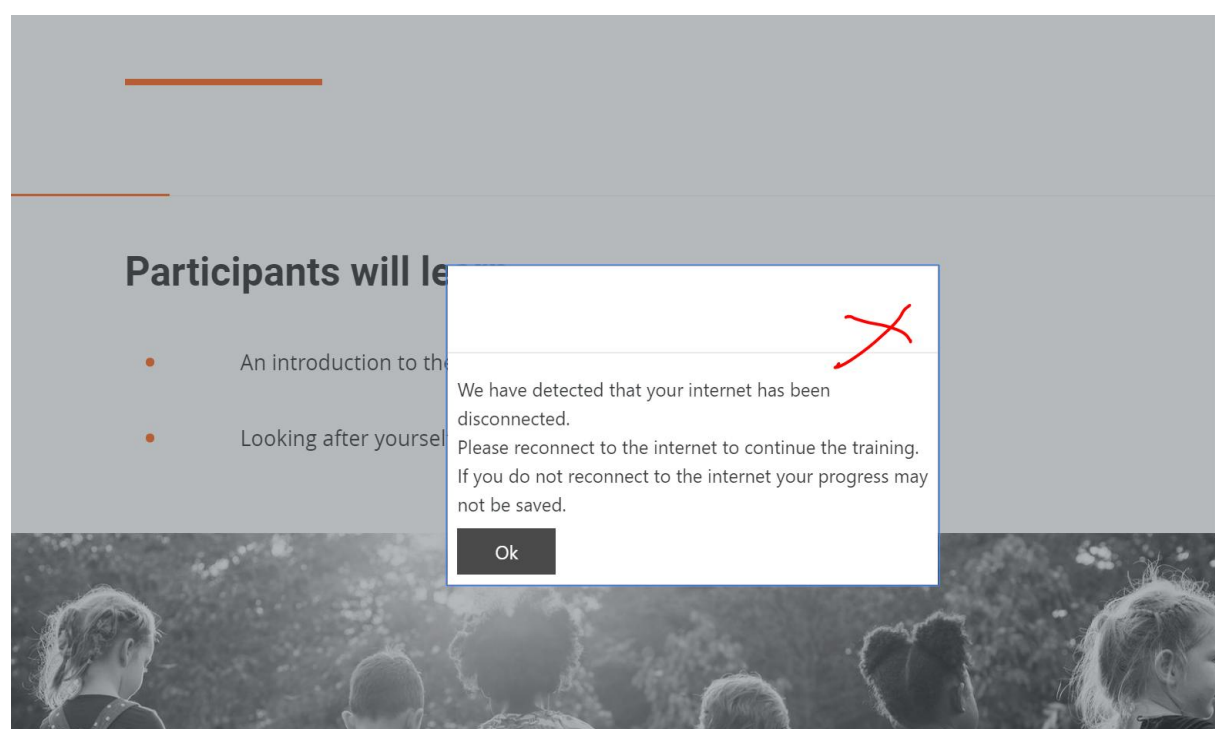
Exiting the training and saving your progress

Should you wish to exit the training at any point, select **Exit activity** in the top right-hand corner to close the training. Your progress will be saved, and you can resume the training at a later point. If you cannot see the **Exit activity** button, you may need to scroll up the far right of the scroll bar.



Internet connection and saving progress

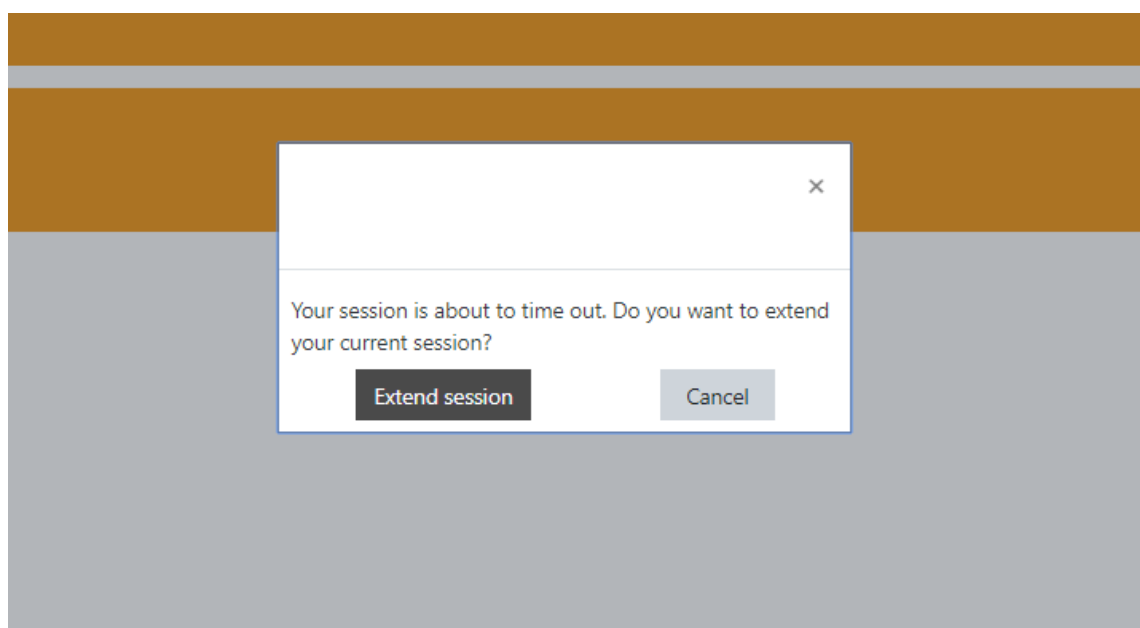
PLEASE NOTE: If your internet connection is **disconnected** at any stage, you will receive a notification advising the system has detected that your internet has been disconnected. For your progress to be saved, you **must** be connected to the internet. If you continue to complete the training while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



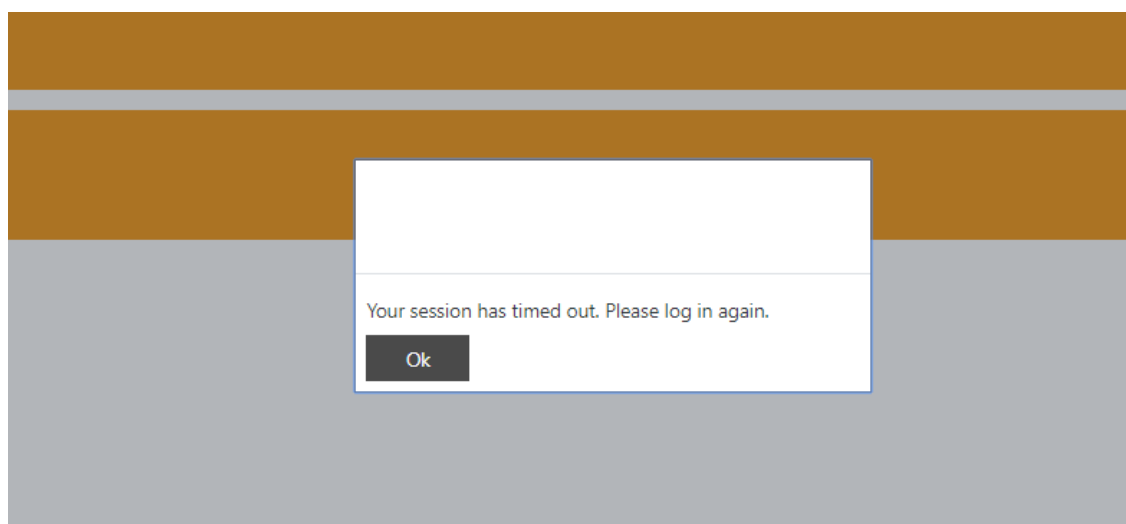
Session timeout alert

If the online training is left inactive for an extended period of time, you will receive a notification advising that your session has timed out.

In the first instance, a notification will be displayed advising that your session is about to time out. Please click **Extend session** to continue with the training.




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.



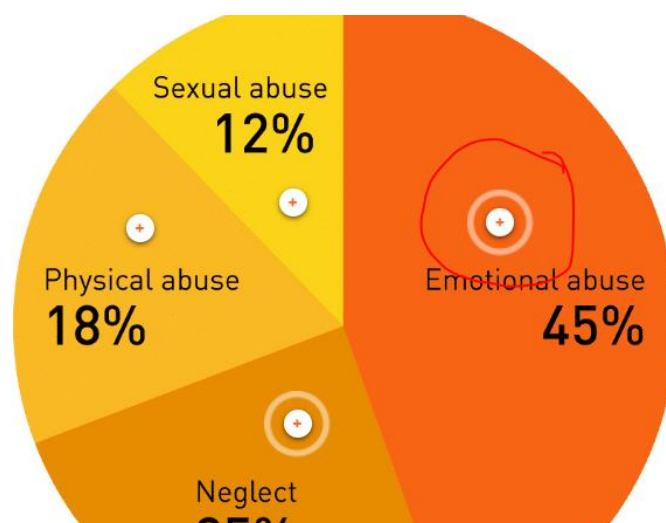
Working through the training

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

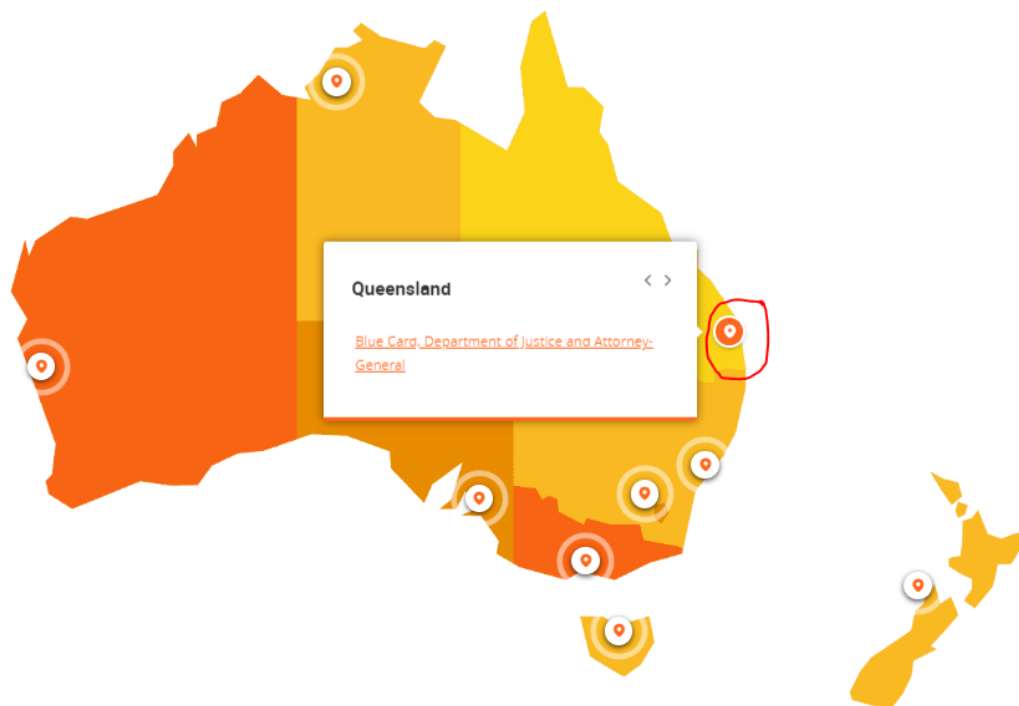
Definitions/ headings, make sure to click the + symbol to view the content under each heading.

Defining child abuse	
An International perspective	+

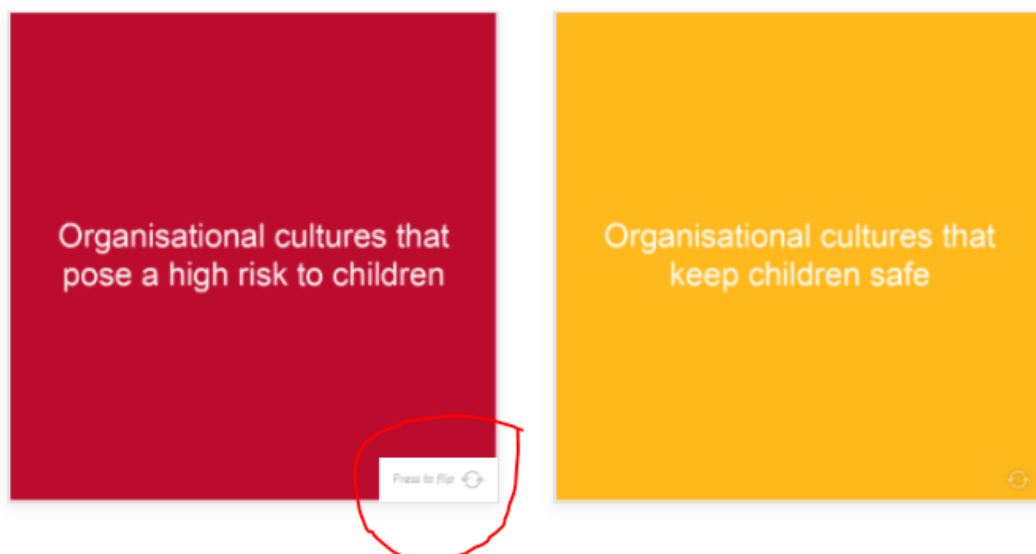
Diagrams, ensure you click on any links within the diagram to access the content.



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.

Two year 10 students are running around the corner at lunch time to collect their lunch and knock over a year 7 student.

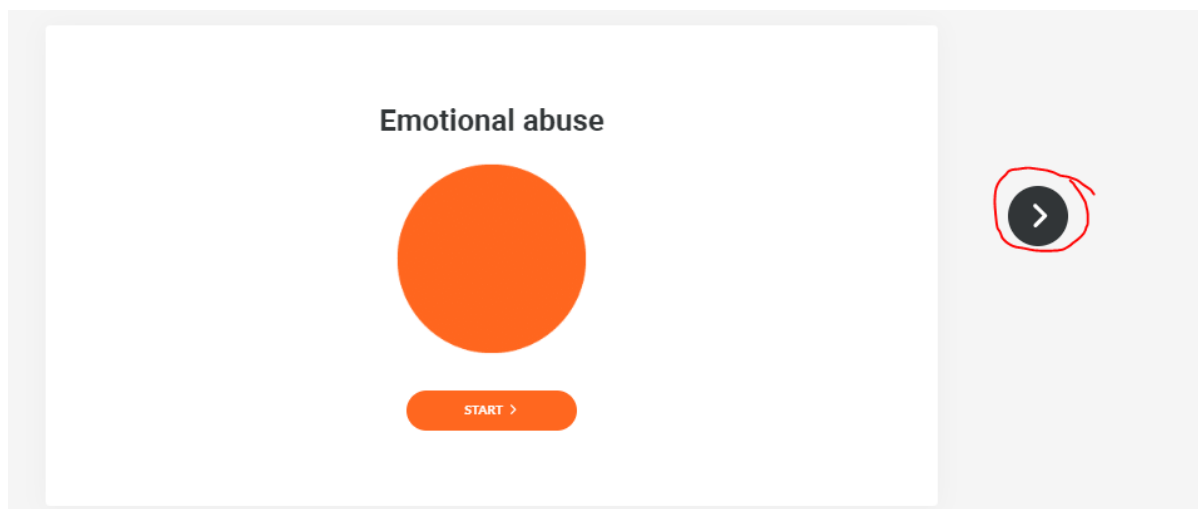
Press to flip



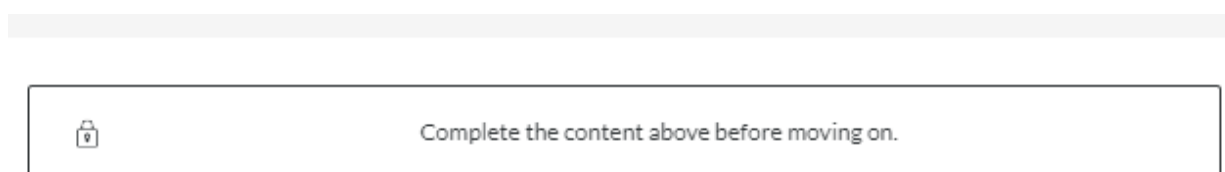
1 of 5



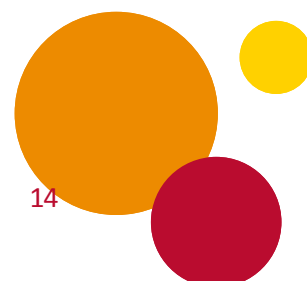
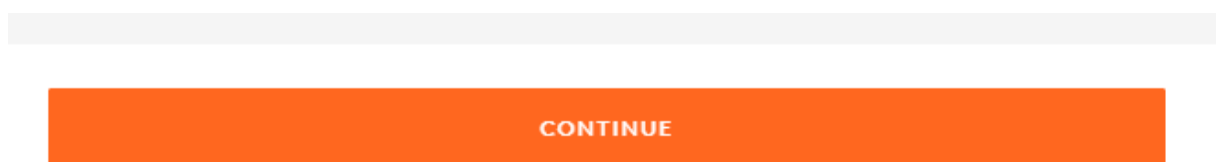
Case studies, you must click and read through each page of the case study.



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



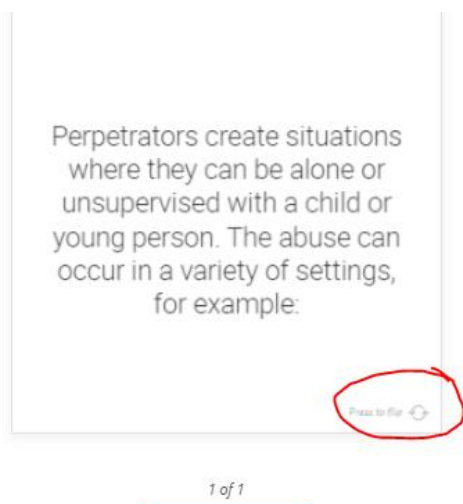
If you have completed all activities, the bar will turn orange and a **continue** notification will appear.



Module 3 activities

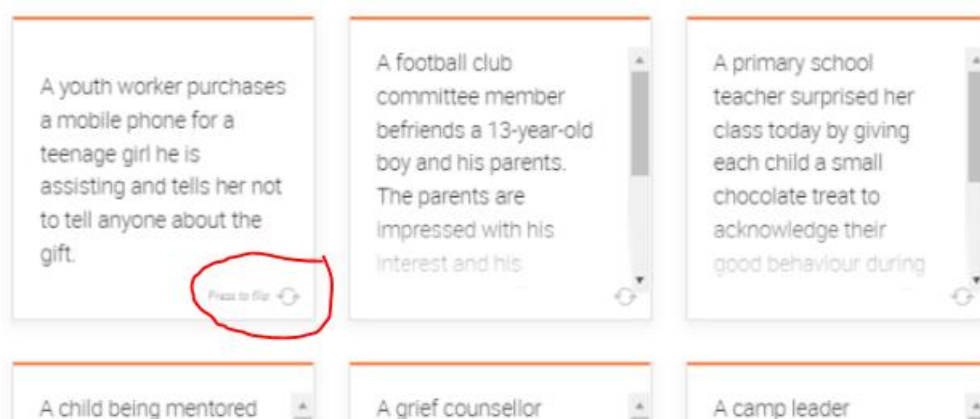
Module 3 contains various activities which must be completed before you can progress to the first Knowledge Check section. These include:

- 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

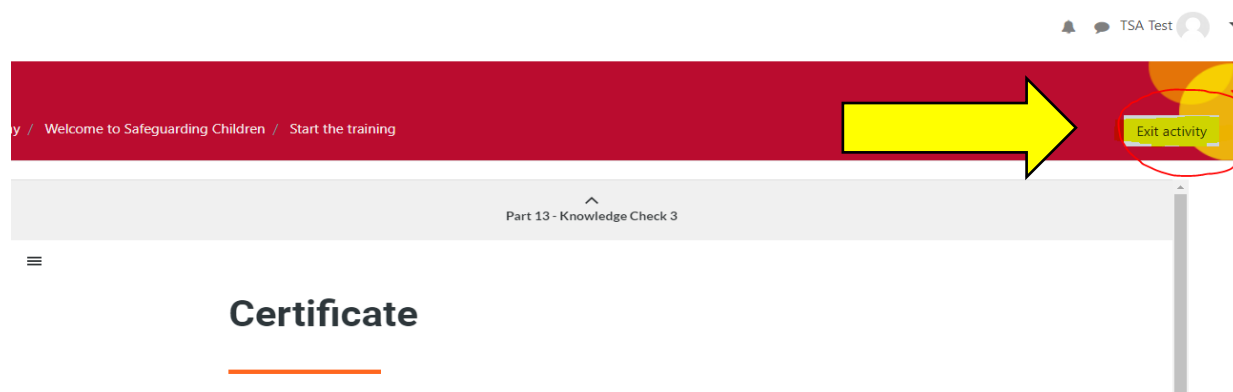
Please turn over all the cards to see the level of risk these behaviours pose to children and young people.



Generating a Certificate of Completion

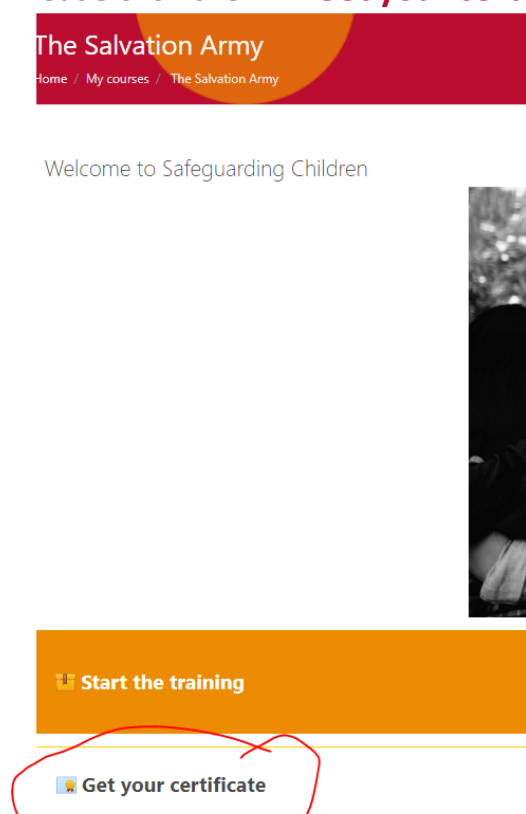
Upon completion of the training you will be required to generate a **Certificate of Completion**.

Please click **Exit activity** in the top right hand corner.



Once exited, you will be taken back to the start of the training.

Please click the link **Get your certificate**.



Click **View certificate**.



The Salvation Army

[Home](#) / [My courses](#) / [The Salvation Army](#) / [Welcome to Safeguarding Children](#) / [Get your certificate](#)

Get your certificate

Select the "View Certificate" button to receive your certificate.

Awarded on: Thursday, 13 February 2020, 12:16 PM

[View certificate](#)

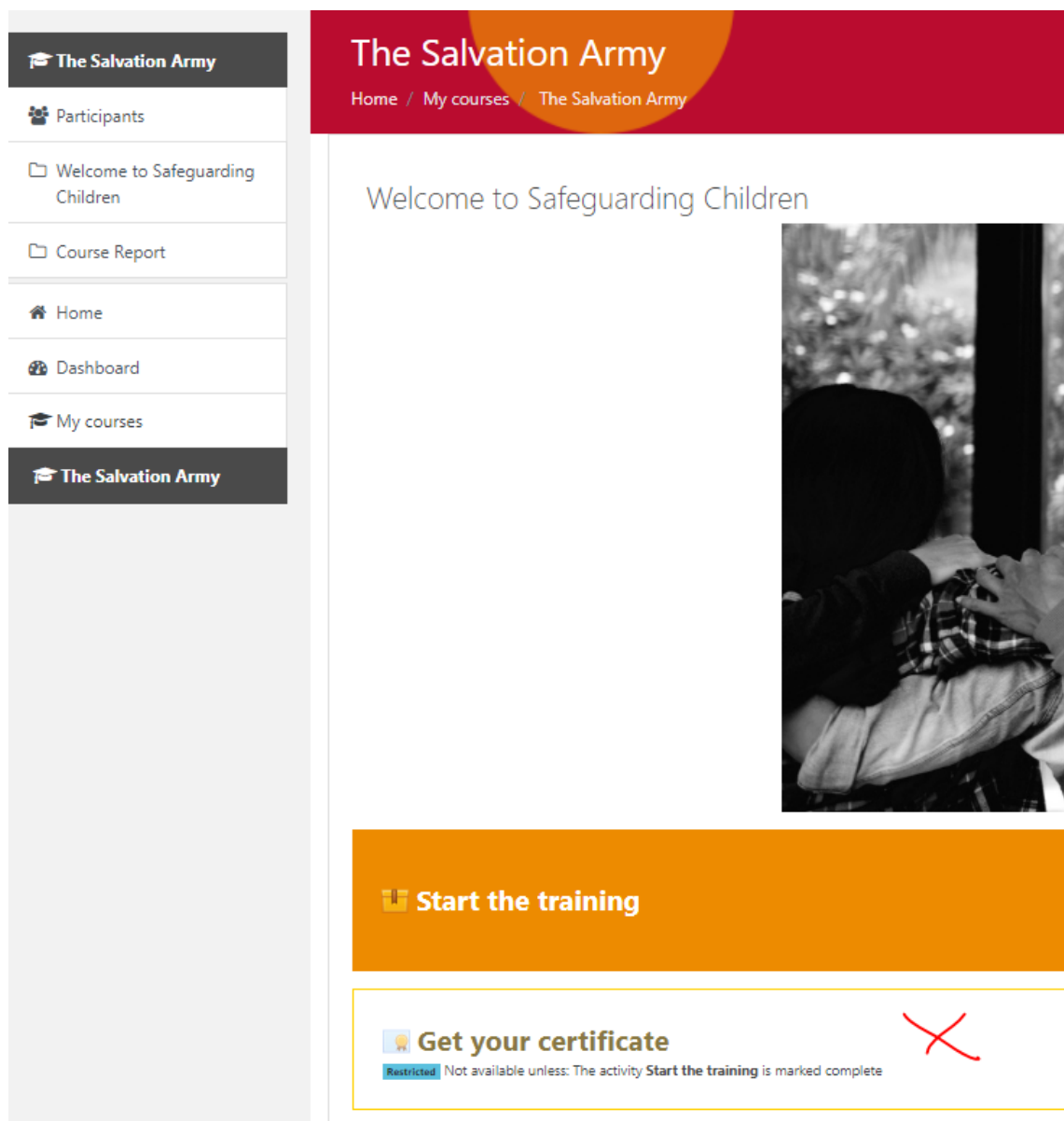
[◀ Start the training](#)

[Jump to...](#)

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



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



The screenshot shows a web interface for 'The Salvation Army' online training. On the left is a sidebar menu with options: 'The Salvation Army' (selected), 'Participants', 'Welcome to Safeguarding Children', 'Course Report', 'Home', 'Dashboard', and 'My courses'. The main content area has a red header with 'The Salvation Army' and a breadcrumb trail 'Home / My courses / The Salvation Army'. Below the header, it says 'Welcome to Safeguarding Children' next to a black and white photo of a person hugging a child. A large orange button labeled 'Start the training' is prominent. Below this, a section titled 'Get your certificate' is shown with a red 'X' over it. A small blue box labeled 'Restricted' contains the text: 'Not available unless: The activity Start the training is marked complete'.

ACF Helpdesk Contact Details

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

Phone: 1300 381 581 (**Press 4** for Safeguarding)

Email: safeguarding@childhood.org.au