



Anglican Safe Ministry Refresher

User Guide

PRODUCED AND OWNED BY



ABOUT THE COURSE

The Safe Church eTraining Refresher, hosted by Openlearning.com is the required Anglican Safe Church Refresher course for Anglican workers.

This course is designed to refresh your understanding and awareness of:

- Diocesan Safe Ministry policies, procedures and practice
- Preventing and responding to concerns about harm
- Providing safe physical, emotional and spiritual environments

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:

- logging on to Openlearning.com (which hosts the course for SMR)
- 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 in your church/organisation.

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

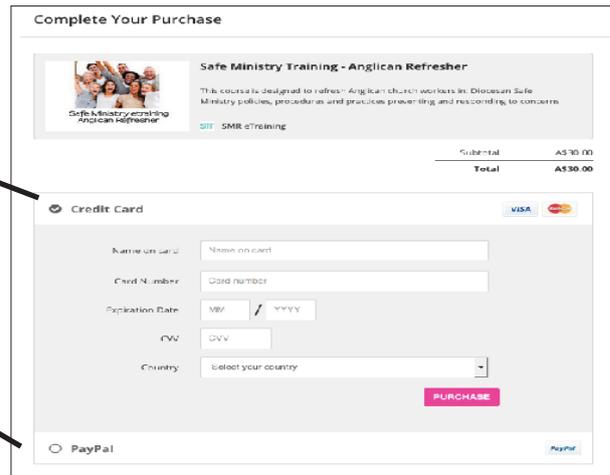
User Guide last updated 16/04/2019

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Signing in and payment to Openlearning.com

Step 3:

Once you have entered your email and password you will be directed to the payment section where you can pay the \$15.00 for the course using your credit card or paypal.



Complete Your Purchase

Safe Ministry Training - Anglican Refresher

This course is designed to refresh Anglican church workers in Diocesan Safe Ministry policies, procedures and practices preventing and responding to concerns.

Subtotal: A\$30.00
Total: A\$30.00

Credit Card VISA MasterCard

Name on card:

Card Number:

Expiration Date: MM / YYYY

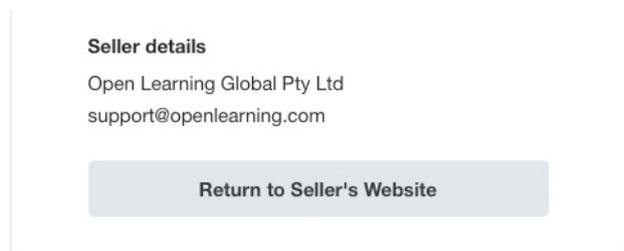
CVV:

Country:

PayPal PayPal

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



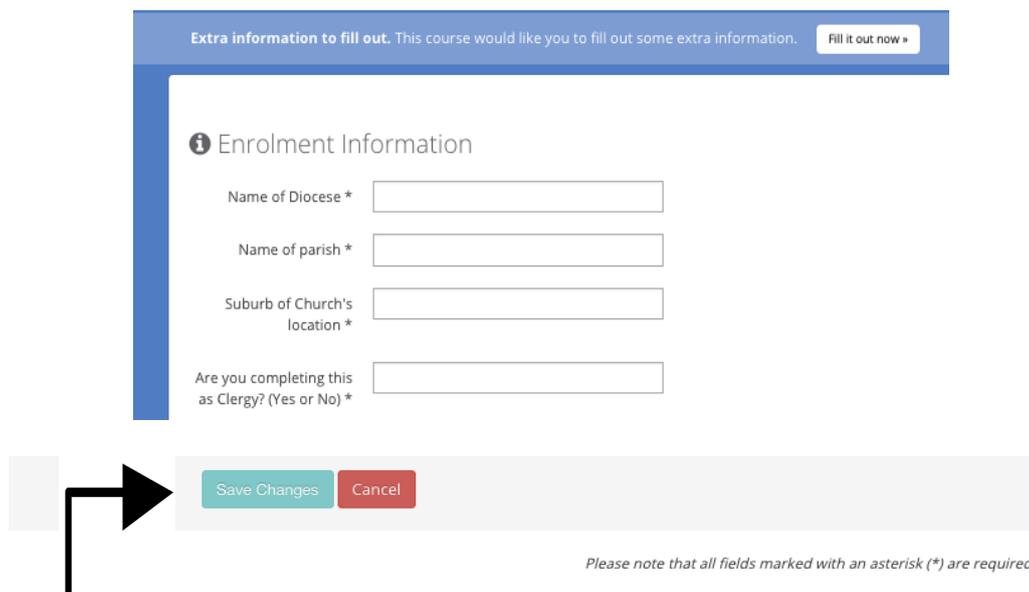
Seller details

Open Learning Global Pty Ltd
support@openlearning.com

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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 your church.



Extra information to fill out. This course would like you to fill out some extra information.

Enrolment Information

Name of Diocese *

Name of parish *

Suburb of Church's location *

Are you completing this as Clergy? (Yes or No) *

Please note that all fields marked with an asterisk (*) are required.

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.

Welcome to this Anglican Safe Ministry Refresher

This course is designed to refresh Anglican church workers in:

- Diocesan Safe Ministry policies, procedures and practice
- Preventing and responding to concerns about harm
- Providing safe physical, emotional and spiritual environments

- This course **reviews** key concepts, includes **new** information and is an opportunity to reflect on **implementation** of the Safe Ministry procedures and practices.
- It contains videos, links to relevant websites, written information, tasks, reflections and short quizzes. This course will remain accessible after completion as a reference and resource guide for Safe Ministry.
- If you have any questions please email etraining@smr.org.au. The **SMR Team** will attempt to answer your question within 3 business days.

Organisational policy and procedures

Before you begin, click on the link to your organisation's website to ensure that you can find your relevant Safe Ministry Documentation.



Diocesan Safe Ministry Documentation and Weblinks

Click on your Diocesan Logo to access the Safe Ministry Documentation for your Diocese.

Logos shown include:

- Anglican Church of New Zealand
- Anglican Church of Australia
- Bathurst Anglican
- Burbury Anglican
- Cairns Anglican
- Northern Territory Anglican
- Riverina Anglican

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

Links to relevant external websites

Helpful websites in relation to the Australian Child Protection landscape:

- [Queensland Family and Child Commission](#),
- [NSW Office of the Children's Guardian](#) and their [Principles \(NSW September 2017\)](#),
- [Victorian Commission for Children and Young People](#) and the 7 Child Safe [Standards \(Victoria 2017\)](#),
- [Western Australian Commission for Children and Young People](#) and the Child Safe [Guidelines \(WA April 2016\)](#),
- [Department of Child Protection SA](#) and [Child Safe Environments \(SA\)](#),

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 (may look different these two different examples).

Activity types

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

Checklists

Reporting risk of harm concerns about children checklist

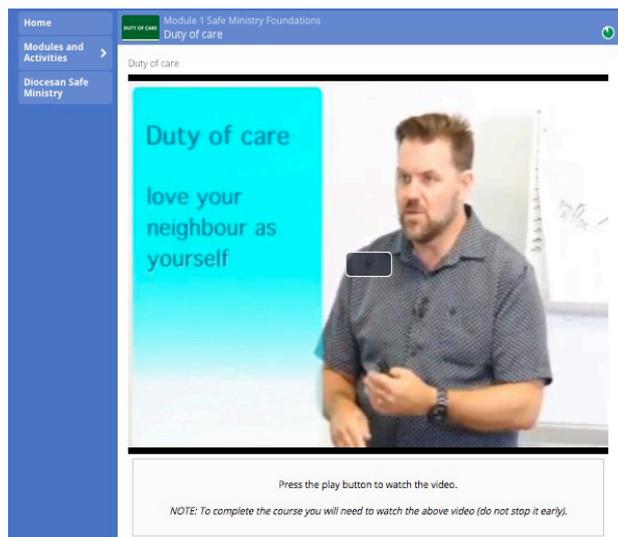
- I have read the Diocesan reporting procedure.
- I have identified the name of the Diocesan Professional Standards Director and agree to speak about risk of harm concerns about children.
- I have determined what types of risk of harm concerns I need to report.

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

When all tasks are completed, the task bar will show green across the length of the bar.

Video clips

The Safe Ministry eTraining Refresher contains a series of video clips you will need to watch to the end to complete the course. You will need to click on the play button in the middle of the video before it will start.



press
play



Reflections

Reflection:

1. In relation to the aspects of *Accountable and Transparent Practices* that you have identified as 'no' or 'unsure', consider how you may be able to encourage adoption of these aspects at your parish.
2. Discuss your ideas with your team leaders and team members.

These are personal reflections and do not require any written response.

The purpose of these reflections is to help you personally reflect on your own experiences in ministry.

Activity types

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

Matching activities

Match the aspects of church life with their relevant area of organisational responsibility by dragging the aspects into the correct column.

Legal	Insurance	Diocesan	Administration

Drag and drop the following into the correct categories above.

Parish Council ensuring a safe physical environment Mandatory Reporting to statutory bodies

Report serious physical injuries sustained during church programs Following the Code of Conduct

[Check Answers](#)

In this type of activity 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 you can check your answers by clicking 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

Who should the Kids' Church leader speak to regarding their concerns about Amy?

- Amy's neighbour
- Amy's mother
- Their team leader or supervisor

[Check](#)

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.

Survey

Screening - you have completed government checks related to your role

Referees - you submitted 2 or more referees to provide references in relation to your appointment

[Submit](#)

There are no right or wrong answers in the survey. Rather, they are designed to help you reflect upon your current experiences and to help you and your church with policy and procedure implementation, by identifying 'gaps' in your current practices or formulating to-do lists.

To continue to the next page click on the name on right - on the bottom of the page.

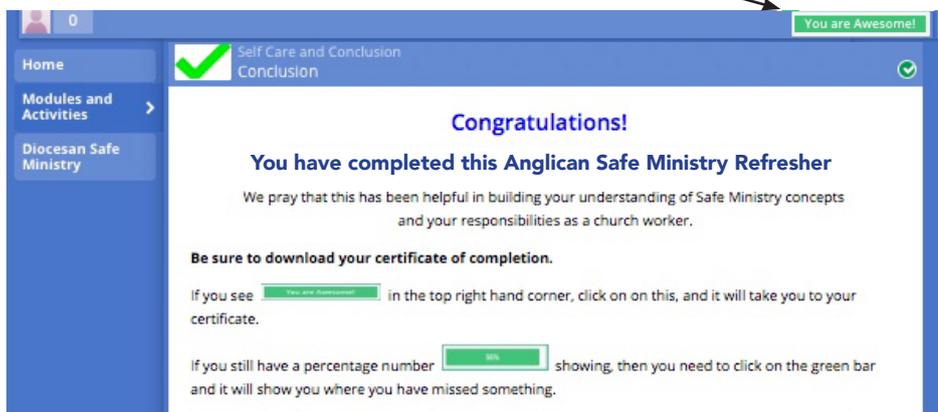
[<< Back: Representing God in the church](#)

[Next: Being supervised as a church worker >>](#)

Completion and Certificate

Certification Status

This tab is where you can track your progress.



If not complete click on the progress bar (or modules) to see where you need to go back to complete (usually it's because you've not watched the video till the end or missed ticking a box).



When 100% complete, your Certificate of Completion will be emailed to you.

At the end of the conclusion page there is opportunity to make a comment and/or feedback. (Not compulsory)



If you require any assistance please email SMR at eTraining@smr.org.au.