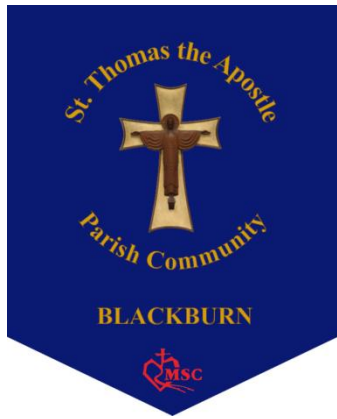




ST THOMAS THE APOSTLE CATHOLIC CHURCH

57 Central Road, Blackburn Vic 3130 (P.O. Box 5084, Laburnum Vic 3130)

Ph.: (03) 9878 0818 (03) 9877 7693

Email: BlackburnSafeguarding@cam.org.au

ST THOMAS THE APOSTLE CHURCH, BLACKBURN SAFEGUARDING ESSENTIALS ONLINE TRAINING MODULE

Dear St Thomas the Apostle Parish Volunteer,

We advised through our Parish Newsletter (16th October 2022) of the Catholic Archdiocese of Melbourne - Professional Standards Unit (PSU) requirement that clergy, staff and volunteers are required to complete an online Induction Training module.

The purpose of this training is to provide our volunteers with:

- foundational knowledge that will help them to perform their roles
- a clear understanding of their duty of care and of expectations with regards to safeguarding children, young people and adults from all forms of abuse and harm

This will be:

- Renewed every 3 years for volunteers, and annually for Clergy and Staff
- possible to complete individually online

At the completion of the training:

- participants will receive a certificate of completion **please email this to the office.**
- the parish will also receive notification that the module has been completed successfully.

HOW TO ACCESS THE TRAINING

To access the training module, you will need to provide your personal details including your Working With Children Identification Number, expiry date and an email address personal to you.

These details are required so that we can:

- Create and maintain a user profile unique to you
- Keep a record of training that you complete
- Communicate with you about training renewal and provide you with a certificate of completion
- Help us to report on training module completion across the Catholic Archdiocese of Melbourne.

TO BE ON EARTH THE HEART OF GOD

Your email address will be used for all communication about the training module in accordance with our [Terms and Conditions](#) and [Privacy Policy](#).

CAM is committed to protecting the personal information that we collect, hold, manage, use, disclose and transfer whilst balancing the need to collect information and the right of the individual to privacy.

To access the online training click the link below:

www.safeguarding.melbournecatholic.org

Scroll down and select **Training & News**. Then scroll down and select **Safeguarding Essential Training Module**. This is a new platform called Tribal Habits, if you haven't been here before you will need to select **Register**. Once you fill in your details click on: **Register and accept Terms of Use**. This will take you to the start of the module which is the same as before.

Complete your registration

First name

Enter first name

Last name

Enter last name

Parish/Chaplaincy

Select parish/chaplaincy

WWC check/VIT number

Enter wwc check/vit number

Role Type

Select role type

Email address

Email

📘 We will send the activation information to this email.

Confirm email address

Confirm email

Registration token

SAFEGUARDING

📘 This is the token for the course you are registering for.

Register and accept Terms of Use

Please ctrl +click on the link below to access:

[Safeguarding-Essentials-Training-Instructions.pdf](#)

****PLEASE ALLOW ABOUT HALF AN HOUR - TO READ AND ANSWER THE 6(SIX) QUESTIONS AT THE END OF THE TRAINING MODULE.**

FOR THOSE VOLUNTEERS WHO DO NOT HAVE A COMPUTER, THE PARISH OFFICE WILL PROVIDE ACCESS TO OUR LAPTOP/DEVICES. PLEASE CONTACT US ON 9878-0818 TO DISCUSS AND MAKE AN APPOINTMENT.

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