How Safeguarding Online Works

Thank you for your interest in taking Safeguarding Online! Below you will find step by step instructions on how the program works and how to take the online course.

Safeguarding Online is a program introduced by Church Pension Group and Praesidium. People needing certification or recertification in Safeguarding God's Children and/or Preventing Sexual Exploitation with adults can now do so online using this vehicle. Using a high-speed Internet connection, go to www.SafeguardingOnline.org Click on "Click here to login and begin Safeguarding Online". Enter your login ID and password and click "Submit." Click on the title of a course to begin the training.

Upon logging in, you will be greeted by a Welcome Page, and the links to the Courses you are taking.

There are four requirements for Safeguarding God's Children – three of them courses or "modules":
- Meet Sam
- It Happened to Me
- Keeping your Church Safe
- Following these three courses, you will also need to read the policies and indicate that you understand and agree to comply with the policies.

There are two requirements for Preventing Sexual Exploitation:
- Preventing Sexual Exploitation – For Ministries
- Preventing Sexual Exploitation – For Congregations

How it works

The courses are set up so that you cannot advance to the next page without reading through all the sections, and watching all the videos. If you do not complete each section, the arrow to click to advance does not appear. If you stop a course before you finish, you will need to start over at the beginning. The step-by-step courses are interactive and easy to understand. At the end of each course, you will be asked to complete a quiz, in which you need to answer the questions correctly, otherwise you cannot advance to the next question.

The process is a little different from the face to face workshops in that to go through the online version you will first need to contact the Administrator (Rebecca Jones). You will need to provide your name, e-mail address, and congregation. You will then be given a user name and password, so you can access the online system. Once you have done that, you will be given instructions on how to log in, including a handout (which can be e-mailed) with instructions on how to proceed and which courses you need to take.

You are advised to allow a good 30 - 45 minutes – free from phone calls and any other interruptions – for each course. The advice will be to treat this as though you were actually going off site to take it – so ignore the phone, have someone watch the kids etc. You do not have to take all the courses in one go, but you do need to complete **all** the courses, including reading the policies, before you are issued with a certificate (that will come via e-mail from the Office for Faith Formation).

The online version of Safeguarding God's Children is intended for use by those who need to be re-certified (every four years), and can be used for first timers to Safeguarding God's Children, however they are strongly encouraged to do a face to face workshop instead. Also, those who are taking Safeguarding God's Children for the first time online are required to schedule an evaluative meeting with the pastoral leader of their congregation or a supervisor familiar with the material and its pastoral and practical implications in their ministry. This allows the opportunity to discuss the material, which is a very valuable component of the face-to-face workshop. Given this, we are also asking that every four years you do go to a physical workshop – i.e. just do the online workshop every other 4 years.

When taking the online version, if you have any questions about the material (e.g. portions that may bother or upset you), you need to contact your local priest or go to a physical workshop if the online one does not meet your needs.