



# Safe Ministry *eTraining* Induction

## User Guide

The screenshot shows the OpenLearning interface for the 'Safe Ministry eTraining Induction' course. At the top, there is a search bar with the text 'What would you like to learn?' and navigation links for 'Find courses', 'Teach a course', 'Sign up', and 'Log in'. The course title 'Safe Ministry eTraining Induction' is prominently displayed next to the SMR logo. Below the title, a video player shows a man speaking in front of a whiteboard. A 'Videos' tab is active, and the video player includes a play button and a 'dictum' logo with the tagline 'Love your neighbour you love yourself'. To the right of the video, course details are listed: 'Safe Ministry eTraining Induction', 'Status: On now', and 'Price: \$30'. Social media sharing icons for Facebook, Twitter, and LinkedIn are present, along with an orange 'Join the course' button.

## ABOUT THE COURSE

The SMR Safe Ministry *eTraining* Induction, hosted by Openlearning.com, is an online adaptation of the face-to-face Safe Ministry (also known as Safe Church) workshop for church workers, i.e. helpers, volunteers, leaders, staff and clergy.

### *Course objectives*

*To assist church workers in:*

- engaging in God-honouring, life-giving and harm-free ministry interactions
- developing their understanding of boundaries
- fulfilling their duty of care
- identifying and responding to concerns about harm
- awareness of denominational and local church procedures for responding to risk of harm
- representing God in their church role/s
- providing safe physical, emotional and spiritual environments
- developing awareness of the elements/standards for Child Safety (as recommended by the Australian Royal Commission into Institutional Responses to Child Sexual Abuse)

### *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](mailto:etraining@smr.org.au)

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# Signing in and payment to Openlearning.com

## Step 1:

Go to the SMR eTraining Safe Ministry Induction course at Openlearning.com by typing the following address into your web browser:

<https://www.openlearning.com/courses/safe-ministry-online-induction>



## Step 2:

Click on the **Join the course** button (see above) which will take you to the sign up screen (see below).

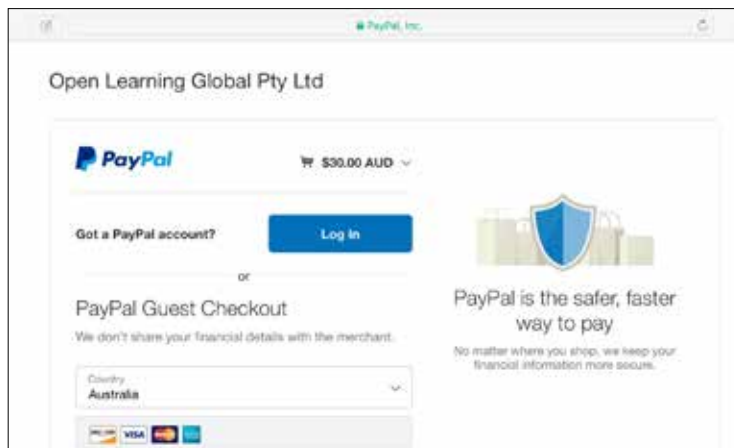
Sign up as a student with Openlearning.com with your full name. The profile name is automatically created by the system. Then enter your email address and a password.



# Signing in and payment to Openlearning.com

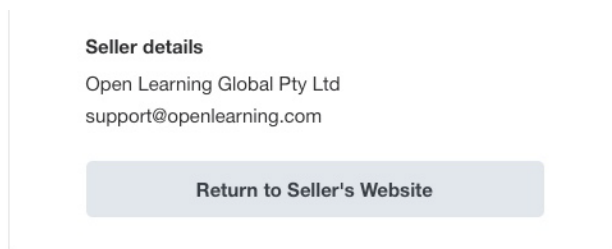
## Step 3:

Once you have entered your email and password you will be directed to PayPal where you can pay the \$30.00 for the course using your credit card. You can do this as a PayPal guest or, if you have a PayPal account, you can sign in to PayPal to pay.



## Step 4:

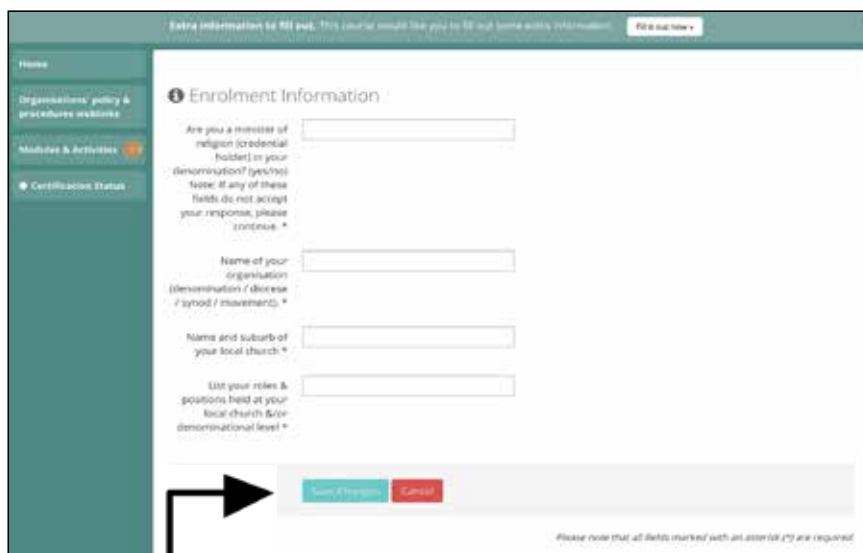
Once you have completed the payment, click on the **Return to Seller's website** button which will take you back to Openlearning.com



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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.



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.

## Organisational policy and procedure page

Before you begin, obtain a copy of your church's Safe Ministry (Safe Church / Child Protection) policy, response to risk of harm concerns process and relevant code of conduct. Links to your organisation's website can be found in the menu bar.

If your church is not listed, obtain the documents from your local church.



# Modules and activities

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

# Video clips

The SMR Safe Ministry *eTraining* Induction contains a series of video clips you will need to watch to complete the course. Some videos are self-starting, others you will need to click on the play button in the middle of the video before it will start.

self starting

press play


# Activity types

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

## Checklists

Introduction Activities (click each box below when the task has been completed)

- 1) Expectations: Reflect on the hopes &/or expectations you have in completing this course.
- 2) Self-care: Take some time to think through who you can talk to if you are in any way negatively impacted by any of the course
- 3) Your documents: I have downloaded / printed out my church policy and procedures.



*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.*

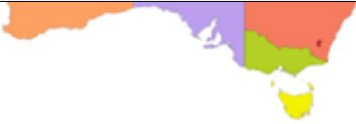
## Links to relevant external websites

The link below contains each State/Territory mandatory reporting information.

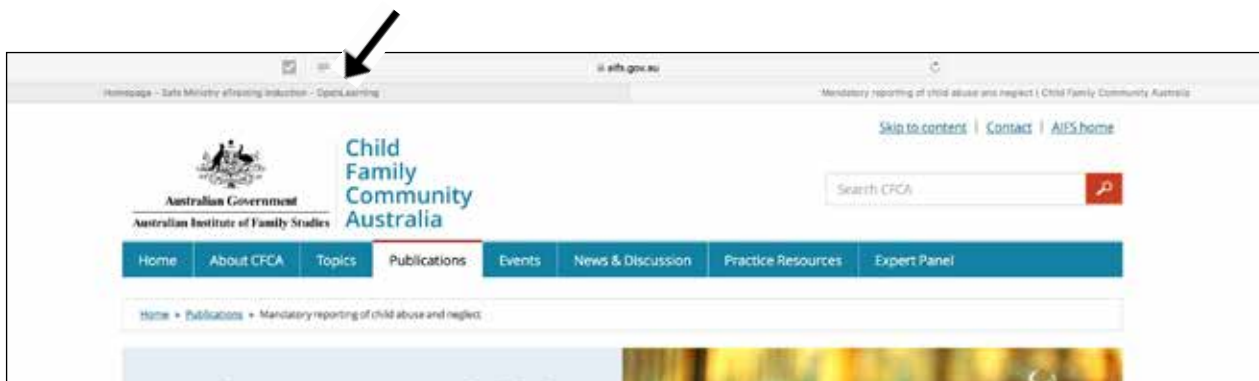
**Click on the link to find general information about making a report in your state or territory.**

The Australian Institute of Family Studies outlines the state and territory mandatory reporting laws  
<https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>

NOTE: Websites correct as at 01 May 2017



*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.*



## Activity types

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

### Matching activities

Flexible and Inflexible Boundaries ... choose the most suitable column for these boundary-crossings

Flexible: depends on time, place, person, conditions	Inflexible: never the right time, place, person, conditions

Drag and drop the following into the correct categories above.

- Engaging in bullying behaviours
- Counting the offering alone behind closed doors
- Providing a non-intimate hug
- Verbal and sexual harassment
- Changing the style of music in worship services
- Mentoring a young person in their bedroom
- A handshake as a greeter at the front door of church
- Online contact with a child without parental knowledge
- Providing first aid to a child
- Sending a text to a program participant

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.

### Reflections

HOW accountable policy, procedures and practices.

**Reflection:**

In your experience, what makes a ministry look and feel physically, emotionally and spiritually safe?

What makes ministry safe?

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.

## Multiple choice

What duty of care concerns are evident in this case study?

- A safe environment audit was not completed prior to the commencement of the program.
- The pastor did not complete any due diligence prior to allowing Henry to be a leader
- Henry did not have any other adults working with him.
- All of the above.

✓ Correct Check

Whose safety was put at risk in this scenario?

- All youths attending the program.
- Henry and the girl who injured her leg.
- The pastor and the members of the congregation.

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

**Accountable and transparent practices**

Click on the button that best describes the practices in your church.

	Yes	No	In progress
My ministry team meets regularly	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The members of my ministry team adhere to our denominational/church code of conduct.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My ministry team has agreed practices in our interactions with those under our pastoral care	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The senior church leadership is aware of how my ministry program is progressing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensitive information about ministry participants is shared with ministry team members or senior church leaders on a needs to know basis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ministry team members do not have communication with ministry participants outside of the ministry context without the knowledge of ministry team leaders	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ministry team members ministering to those under 18 years do not have communication with the ministry participants outside of ministry context, without the knowledge and permission of participant's parents	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

# Completion and certificate

## Downloadable SMR Safe Ministry Manual

At the Conclusion module tab you will find a downloadable (not for reproduction) version of the SMR Safe Ministry Manual for your personal reference.

If you require additional copies of this manual please email SMR at [eTraining@smr.org.au](mailto:eTraining@smr.org.au).



## Certification Status

This tab is where you can track your progress. When 100% complete, you can download your Certificate of Completion.

The screenshot shows the 'Certification Status' page. The sidebar on the left has 'Certification Status' selected. The main content area is divided into several sections: 'PROGRESS' with a 44% completion pie chart, 'CERTIFICATION STATUS' for 'Safe Ministry eTraining Induction' showing a 'Certificate of completion' with steps '1 Complete the course' and '2 Certification', 'MY PAGES' with links to 'Profile Page' and 'Blog Page', and 'Learning Activities' with a 'Course introduction' activity. A 'Filter by Activity' dropdown is set to 'Not started'. Below the main content, there is a section titled 'Example Certificate' which displays a sample certificate. The certificate is from 'smr safe ministry resources' and is awarded to 'Peter Barnett' for completing the 'Safe Ministry eTraining Induction' course on 02 June 2017. It includes the 'openlearning' logo and the signature of 'REVEREND PETER BARNETT'.