Baptist Churches
WESTERN AUSTRALIA

Safe Church Online Training

Issued: 14 May 2020

BCWA have developed an online training process to enable churches to meet Safe Church requirements for leaders. The training will consist of:

- Access to the Training Workbook (via download)
- A Safe Church Online Training Guide which is to be completed and retained
- A series of videos: 13 in all totalling 1.5 hours to be viewed
- Involvement in a 2 hour Zoom workshop, which will be scenario based.

Due to licensing requirements, we do need to charge for online training. This charge applies to people who are enrolling for the first time (awareness), or completing refresher training after 3 years. Copyright prohibits the distribution of the workbook, including electronically. The cost per participant is $30 and includes all elements of the training.

As we are unable to process payments online when registering, participants will need to liaise with their local church to confirm payment arrangements. We are only able to offer training to Baptist Churches at this time.

To maximise participation in a Zoom workshop, each Zoom meeting will have a limited number of participants: 25. The Zoom Workshop will be facilitated by a member of the Safe Church team, and work through scenarios, as well as have general Q&A. There will be a range of workshops to choose from throughout 2020, that are suitable for Refreshers and Awareness. At this stage, with space and physical distancing requirements, it is unlikely that face to face training will be feasible for some time.

If you are a church who has already booked a workshop, a member of the Safe Church team will be in contact to discuss arrangements for your training and workshops. NOTE: The Zoom Workshop dates will be published by Thursday 21 May 2020.

Whilst participants can register, watch the videos and do the Zoom as individuals, there is the option for your church to arrange or host a group viewing for those registered. To do this, a leader in your church would be appointed to facilitate the viewing of the videos either as a small group at church; or via a Zoom meeting and sharing the screen (a watch party).

This then enables your ministry team to discuss the content and your local procedures together – as well as think through real ministry scenarios in your own context. This could be done in 3 x 1 hour sessions, spread over 3 weeks; plus the 2 hour Zoom workshop. All participants will still need to attend a Zoom Workshop hosted by BCWA to be endorsed as having completed training.

So, what do you do if you have people in your ministries that need training?

1. Check with your local church leadership to see who the Safe Church Administrator and/or contact is and see if there are any existing training arrangements.

2. If you do not have one, appoint a 'Safe Church Administrator' (or training coordinator) – a single person to liaise with BCWA on the training for your church.

3. Decide on:
   - Will you register as a group?

- Will you watch the videos in groups? As Section 2 deals with abuse, it is recommended that they be watched in a safe environment.
- Who will be the pastoral contact that participants can call on should the content cause distress, or raise concerns?
- Do you want to keep a copy of the Safe Church Online Training Guide signed by each participant? This is evidence that a person has watched the videos.
- Which BCWA Zoom Workshops to register for. Participants will need to watch all videos before the BCWA Zoom Workshop – so leave a few weeks for people to view.

4. Liaise with BCWA on registration and training details. Marianne.walker@baptistwa.asn.au

5. Safe Church Administrator advises individuals on the registration process for their church, including the options for the Zoom workshop (chosen at Registration):
   - Registration taken at church, and group booking completed OR
   - Request individuals to Register directly at https://www.baptistwa.asn.au/view/safe-church

6. Once registered, participants will receive an email with the link and information to access the Training Website. This will usually be through the Safe Church Administrator. An invoice will be issued to the church at this point, and those registered will have 6 months to complete all aspects of their training. However your church may request completion earlier.

7. Safe Church Administrator: Go to the website and download a copy of the latest Safe Church Training Workbook. You can print a master copy for general reference. Your church may want to supply individuals with a printed copy of the Workbook if they do not have devices. You may also want to print copies of the Safe Church Online Training Guide for individuals to complete and sign.

8. Participants: Go to the website and:
   - Download the Training Workbook onto your device. (Your church may want to provide a printed copy for some participants who may not have access to a printer, or a device)
   - Download the Safe Church Online Training Guide for completion (This will need to be retained, and is a record of having completed the training. Safe Church Administrators may ask for a copy of the completed Guide)
   - Watch the videos, in order
     Section 1: 5 videos, total 30 minutes.
     Section 2: 4 videos, total 40 minutes. (recommend watching with someone)
     Section 3: 4 videos, total 20 minutes.
   - Complete the guide, identifying 3 key learnings per video; and questions to ask. There are also exercises and reflections which can be done either individually, or in ministry teams.

9. After all videos have been viewed, and the Guide completed, participants can submit a 'completion' declaration. This will send BCWA an email advising that a participant is ready for their nominated Zoom Workshop. If you have viewed the videos in a 'hosted' method, or as a group, the Safe Church Administrator can submit a list of names directly to BCWA and confirm completion.

10. Once the completion declaration has been received, the Safe Church Administrator will receive an email with the Zoom meeting link for the participants.

11. Participate in the BCWA Zoom Workshop. Be prepared with your questions, and scenarios to share and unpack.

Woohoo! BCWA Safe Church Training is complete for 3 years.

Have queries? The following people can help:

Registrations	Marianne Walker	marianne.walker@baptistwa.asn.au
General Safe Church queries	Gillian Walker	gillian.walker@baptistwa.asn.au
Group training help	Jackie Smoker	jackie.smoker@baptistwa.asn.au
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