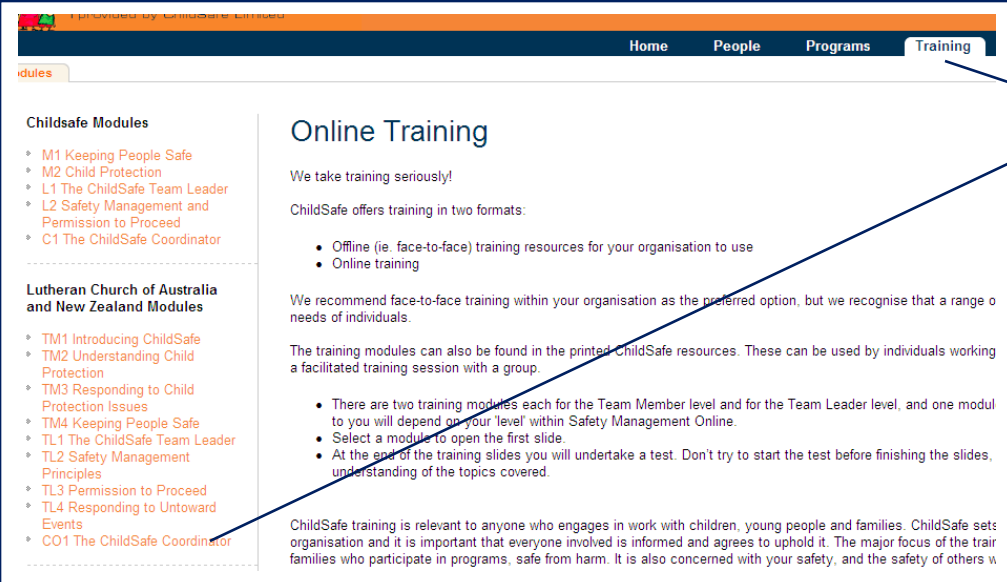


# Safety Management Online Coordinator User Guide

(To be used in conjunction with Team Member & Team Leader User Guide)  **Lutheran Church of Australia**



**Childsafe Modules**

- M1 Keeping People Safe
- M2 Child Protection
- L1 The ChildSafe Team Leader
- L2 Safety Management and Permission to Proceed
- C1 The ChildSafe Coordinator

**Online Training**

We take training seriously!

ChildSafe offers training in two formats:

- Offline (ie. face-to-face) training resources for your organisation to use
- Online training

We recommend face-to-face training within your organisation as the preferred option, but we recognise that a range of needs of individuals.

The training modules can also be found in the printed ChildSafe resources. These can be used by individuals working a facilitated training session with a group.

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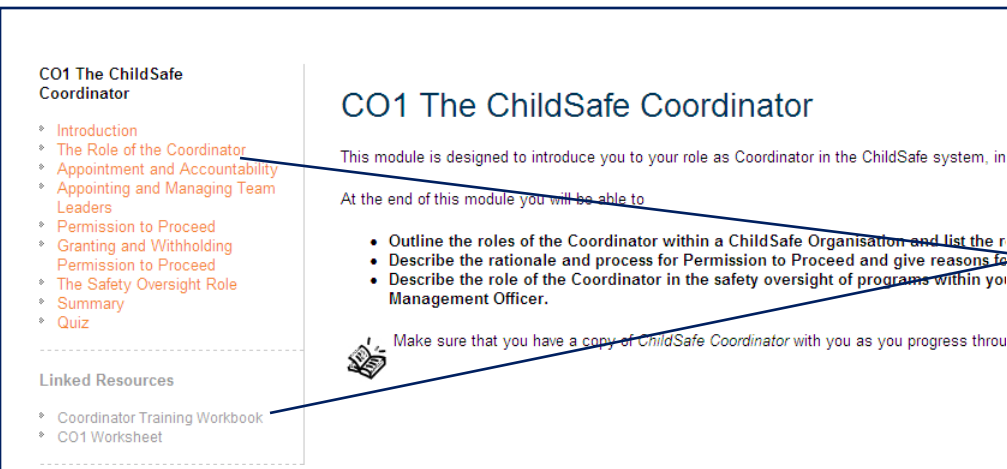
- There are two training modules each for the Team Member level and for the Team Leader level, and one module to you will depend on your level within Safety Management Online.
- Select a module to open the first slide.
- At the end of the training slides you will undertake a test. Don't try to start the test before finishing the slides, understanding of the topics covered.

ChildSafe training is relevant to anyone who engages in work with children, young people and families. ChildSafe sets organisation and it is important that everyone involved is informed and agrees to uphold it. The major focus of the training is to ensure that everyone involved is informed and agrees to uphold it. The major focus of the training is to ensure that everyone involved is informed and agrees to uphold it. The major focus of the training is to ensure that everyone involved is informed and agrees to uphold it.

**Lutheran Church of Australia and New Zealand Modules**

- TM1 Introducing ChildSafe
- TM2 Understanding Child Protection
- TM3 Responding to Child Protection Issues
- TM4 Keeping People Safe
- TL1 The ChildSafe Team Leader
- TL2 Safety Management Principles
- TL3 Permission to Proceed
- TL4 Responding to Untoward Events
- CO1 The ChildSafe Coordinator

**TRAINING**  
Click on the Training tab then on CO1 The ChildSafe Coordinator



**CO1 The ChildSafe Coordinator**

This module is designed to introduce you to your role as Coordinator in the ChildSafe system, in

At the end of this module you will be able to

- Outline the roles of the Coordinator within a ChildSafe Organisation and list the r
- Describe the rationale and process for Permission to Proceed and give reasons fo
- Describe the role of the Coordinator in the safety oversight of programs within yo

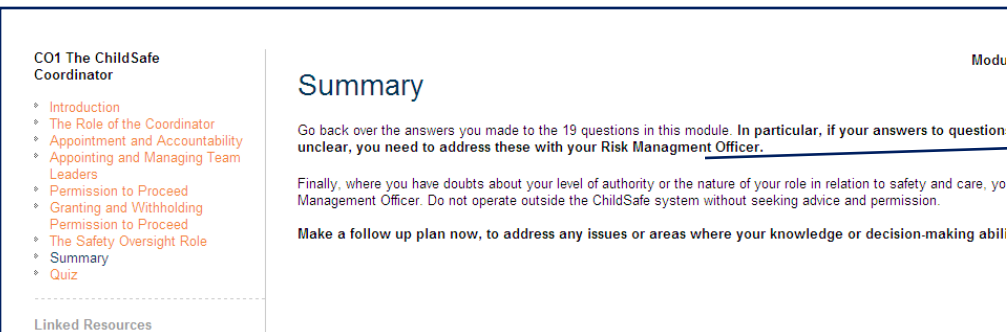
Management Officer.

Make sure that you have a copy of ChildSafe Coordinator with you as you progress throu

**Linked Resources**

- Coordinator Training Workbook
- CO1 Worksheet

There is a hard copy of the Workbook and Worksheet in the Safe Place / ChildSafe Kit otherwise download and print the workbook and worksheet then make your way through the training by clicking on the red menu items as you finish each page.



**CO1 The ChildSafe Coordinator** Modu

**Summary**

Go back over the answers you made to the 19 questions in this module. In particular, if your answers to question unclear, you need to address these with your Risk Management Officer.

Finally, where you have doubts about your level of authority or the nature of your role in relation to safety and care, yo Management Officer. Do not operate outside the ChildSafe system without seeking advice and permission.

**Make a follow up plan now, to address any issues or areas where your knowledge or decision-making abili**

**Linked Resources**

Please note the Risk Management Officer for the Queensland District is Liz Crawford. Please call 07 3511 4089 or email [liz.crawford@qld.lca.org.au](mailto:liz.crawford@qld.lca.org.au)

If you have any queries, please contact Keith Stiller on [keith.stiller@qld.lca.org.au](mailto:keith.stiller@qld.lca.org.au) or 07 3512 7237.  
Thanks for your service to your congregation and the District