

# Highland Mennonite Brethren Church Conduct Manual Plan to Protect® Policy

## **APPENDIX 7 – PLAN TO PROTECT® ON-LINE TRAINING INSTRUCTIONS**

As part of the *Plan to Protect®* (“PtP®”) Policy at Highland Mennonite Brethren Church (“HMBC”), Screened Volunteers and Staff, age 11 and over, who are placed in a Position of Trust with Vulnerable Persons shall be trained in PtP® procedures for screening purposes. **Orientation** training (initial extensive training) shall be completed before being placed in a Position of Trust with Vulnerable Persons with or on behalf of HMBC; and **Annual Refresher** training - for those who have previously completed Orientation training - shall be completed within 3 months of recruitment or a new ministry year (i.e. September). Although it is preferred (both for financial and team-building purposes) that HMBC Screened Volunteers and Staff participate in the annual PtP® Orientation or Refresher training provided by a certified trainer in-house, under extenuating circumstances, alternate options include:

- individual (or group) participation in an **on-line live webinar**; or
- completion of an individual **on-line self-paced course**.

Instructions for registration and completion of this training with the PtP® agency are set out below. Proof of completion of the training shall be the submission of the downloadable e-Certificate to the Ministry Team Leader, Designated Screening Personnel, or the HMBC office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396.

### **Additional Costs**

**If a Volunteer or Staff was unable to attend the annual in-house PtP® training, additional costs are incurred for the on-line training.** Orientation training: \$30+tax; Refresher training: \$25+tax. A **10% discount** (due to our Canadian Conference of Mennonite Brethren Churches denominational membership with the PtP® agency) is available. **A registrant who fails to attend their chosen live webinar or to complete their chosen on-line self-paced course before its expiration must re-register and personally pay for the additional registration.**

### **Registration**

Before personally registering for on-line training, Volunteers and Staff are asked to check with HMBC’s PtP® Screening Administrator or the church office whether an on-line-training bundle was purchased and is accessible to them. If so, Screened Volunteers and Staff will be registered by HMBC. **If HMBC did not purchase a PtP® on-line training bundle, Volunteers and Staff are required to personally register and pay for their on-line training.** A credit card is required for payment. Reimbursement is at the discretion of HMBC’s Designated Screening Personnel.

### **Live Webinars**

A live PtP® webinar is an option for individual or group participation. (HMBC will not generally coordinate an in-house group webinar, although a group of Volunteers and Staff may choose to plan their own.) View the schedule of these monthly live webinars at: <http://www.plantoprotect.com/en/training/orientation-and-refresher/>. Options include a 2-hour **Orientation** or a 1-hour **Refresher**.

### **If registered by HMBC...**

**HMBC’s PtP® Screening Administrator or the church office will:**

- confirm the Volunteer or Staff’s e-mail address and webinar requirement;
- register the Volunteer or Staff on behalf of “*Highland Mennonite Brethren Church*” (PtP® training bundle coupon code applies, but does not need to be entered);
- notify the Volunteer or Staff of the registration on their behalf; and
- provide access information to the webinar.

Approval: January 15, 2019  
Approved by: Leadership Team  
Notice to: Membership

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<b>If registering personally, Volunteers and Staff must...</b>
<ul style="list-style-type: none"> <li>• <b>choose one of the following:</b> <ul style="list-style-type: none"> <li>○ Orientation - <a href="https://register.gotowebinar.com/rt/5675405610524225025">https://register.gotowebinar.com/rt/5675405610524225025</a>;</li> <li>○ Refresher training - <a href="https://register.gotowebinar.com/rt/9192428847454198785">https://register.gotowebinar.com/rt/9192428847454198785</a>.</li> </ul> </li> <li>• Use the arrow to <b>select the preferred time and date</b>. Set Time Zone to "Mountain Time".</li> <li>• <b>Enter Job Title</b> – "Volunteer" (unless in a paid position)</li> <li>• <b>Enter Organization</b> &amp; Who may we thank for referring you? – "Highland M.B. Church"</li> </ul> <p><b>After submitting the Registration, registrants will be contacted by phone by the PtP® agency to complete payment via credit card. The 10% M.B. discount should be requested at that time. A Paid Invoice will be e-mailed once payment is processed.</b></p>
<b>On-line Self-paced Courses</b>
<p>The Orientation course contains 12 modules which average 20 minutes each; suggested completion time is about 4 hours. The Refresher course contains 7 modules; suggested completion time is about 2:40 hours. (Please note that you may adjust the video speed setting on the bottom right-hand corner of the video and may want to increase it.) After each module, the registrant will be directed to the testing component of the training. This will include a short case study and quiz questions. The quiz needs to be completed with a score of at least 80% prior to moving on to the next module.</p>
<b>If registered by HMBC...</b>
<p><b>HMBC's PtP® Screening Administrator or the church office will:</b></p> <ul style="list-style-type: none"> <li>• confirm the Volunteer or Staff's e-mail address and course requirement;</li> <li>• register the Volunteer or Staff under "<i>Highland Mennonite Brethren Church</i>" using the training bundle coupon code provided by the PtP® agency;</li> <li>• notify the Volunteer or Staff of the registration on their behalf; and</li> <li>• provide a link to access the training.</li> </ul> <p>The PtP® agency will e-mail the access link to the registrant with the confirmed Order # and a request to create a password upon activation of their account.</p>
<b>If registering personally, Volunteers and Staff must...</b>
<ul style="list-style-type: none"> <li>• <b>add the applicable course</b> to their on-line shopping cart as follows: <ul style="list-style-type: none"> <li>• <b>Orientation</b> (0-18 and Vulnerable Adults) <p><a href="https://plantoprotectschool.com/collections/orientation/products/plan-to-protect-orientation-0-18-and-vulnerable-adults">https://plantoprotectschool.com/collections/orientation/products/plan-to-protect-orientation-0-18-and-vulnerable-adults</a></p> </li> <li>• <b>Refresher</b> (0-18 and Vulnerable Adults) – <p><a href="https://plantoprotectschool.com/collections/refresher/products/copy-of-plan-to-protect-refresher-0-18-and-vulnerable-adults">https://plantoprotectschool.com/collections/refresher/products/copy-of-plan-to-protect-refresher-0-18-and-vulnerable-adults</a></p> </li> </ul> </li> <li>• Press "Add to Cart". Verify quantity. Press "Check Out".</li> <li>• On the "Check Out" page, enter customer information. Name of Organization is "<i>Highland Mennonite Brethren Church</i>".</li> <li>• Enter "<i>highlandmb10%</i>" in the "Discount" box and press "Apply".</li> <li>• Click "Continue to payment method". Enter credit card information and "Complete order".</li> </ul> <p>The PtP® agency will e-mail the access link to the registrant with a request to create a password to activate their account.</p>

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## Upon activation...

- All new on-line training registrants have 30 days to complete the course.
  - Existing registrants have 30 days from the time a new course is added to their profile.
- The PtP® agency will send reminders as follows: 15-days; 25-days; when almost expired, and expiration at 30 days. HMBC does not receive these notifications. **An e-mail address can only be registered for one person at a time. If two people share the same e-mail address, they will have to be registered for the training at separate times.**

## Additional Support

Contact the PtP® agency at [on-linetraining@plantoprotect.com](mailto:on-linetraining@plantoprotect.com) or 1-877-455-3555.

## Liability Release

*The Volunteer or Staff submitting a PtP® training e-Certificate has authorized Highland Mennonite Brethren Church ("HMBC") to evaluate the results of their e-Certificate for the purpose of ascertaining their suitability for volunteer ministry with or on behalf of HMBC. They undertake and agree to indemnify and hold harmless HMBC from and against any damage that may result from evaluating such e-Certificate results. They waive any right to confidentiality and any right to pursue damages against the Canadian Conference of Mennonite Brethren Churches, The Alberta Conference of Mennonite Brethren Churches, and HMBC, each of their leadership, staff, and volunteers from and against any damage that may result from evaluating such e-Certificate results within the context of HMBC Ministry Activities.*

## Purposes and Extent

*HMBC collects and retains PtP® training e-Certificates for the purposes of Volunteer and Staff screening and ministry placement. Upon review and any required follow-up, the original document is filed indefinitely – upon recommendation by our insurance company and legal counsel - in HMBC's CONFIDENTIAL archives. The information collected is also stored in a password-protected database. The information is accessible only to the Ministry Team Leader, Designated Screening Personnel, Leadership Team, and where required by law. If you wish to limit the information collected, or to view your information, please contact HMBC.*