



INFORMATION FOR FACILITATORS

Hello & welcome to COCWA Safe
Training!

COCWA Safe is a training
programme supplied by Churches
of Christ in WA Inc.



COCWA Safe is based on materials originally developed by the Childsafe organisation.

We acknowledge Childsafe for their pioneering work in promoting safe practices in churches.

COCWA Safe is based on principles of safe behaviours and safe environments.

These principles apply to all people in any activity associated with COCWA churches and ministry partners.

We've developed our training package to suit the particular needs of our Association.

We hope that you find this training package easy and effective to implement in your ministry setting.

COCWA Safe offers a number of training options and add-ons for specific activities.

COCWA Safe is built around a general basic training for all Volunteers. We strongly recommend that all volunteers complete this training before referring to add-on training sessions.



The basic document that all Ministry Leaders charged with the responsibility to ensure appropriate duty of care in a church/organisation is *“Duty of Care for Responsible Leadership”*.

This document, sample policies and forms can be downloaded from the COCWA website

We love feedback!

Please pass on any questions,
comments or suggestions that
emerge from your training
experiences.

Please contact Tania Watson for
any information regarding this
training presentation.

tania.watson@cocwa.com.au



Preparing for your Safe Training Session

Before facilitating any training please ensure that your church is a part of the Churches of Christ Insurance Scheme OR, that your Church has a comprehensive insurance package.

For information regarding insurance packages for churches, contact the staff at COCWA.



Volunteers

We recommend that every volunteer attends COCWA Safe training every three years.



We recommend that ALL volunteers go through this training even though they may be health or education professionals who attend duty of care and safety training in their workplaces.

This will ensure that ALL volunteers will be aware of the practical details of your ministry setting, including your own policies and processes relating to safe behaviours and safe environments.

Preparing Training Materials

Prior to running your training session, please prepare the following information that will be specific for your ministry setting:

- Fire exit plan for your facility.
- A list of designated “go to” people in the event of a facility or medical emergency AND for the purposes of making a report.
- Location map of all first aid equipment.
- Volunteer application forms, Working with Children Check forms and any internal procedure documents that will assist your volunteers to be clear about your church’s expectations in relation to how people serve.

Training Options

Option 1

Run your own “live” facilitation.

Run your own Facilitation

Please be sensitive to the group as you facilitate this training. Talking about some of the content in this package may impact people in the room. Have a plan in place to offer support/counsel if needed.

Run your own Facilitation

Print out the powerpoint slides from the training presentation.

Encourage groups to spend 10 minutes in discussion before engaging in a time of sharing “collective wisdom” with the wider group.

Run your own Facilitation

Please remember that each church may have a different response strategy to those presented in our training video.

The key is to ensure that your strategy aligns with the basic principles as communicated in the COCWA Duty of Care Policy Document.

Run your own Facilitation

The COCWA Duty of Care for Responsible Leadership Policy Document and other helpful resources are available to download at www.cocwa.com.au.



Training Options

Option 2

Book a “live” facilitation.

Contact Tania Watson

(tania.watson@cocwa.com.au)

for information.

Training Options

Option 3

Offer volunteers the option to view the training video online.

(If choosing this option we encourage churches to request a declaration from Volunteers indicating that they have viewed the video.)

Training Options

Option 4

Access Childsafe online training & database management system.

COCWA maintains a subscription which provides churches with access to the Childsafe online database management system – including linked online volunteer and team leader training. Contact Tania Watson tania.watson@cocwa.com.au if you would like information about accessing this option.