

Introduction to Abuse Prevention and Duty to Report Training for Trained Leaders and Staff



4-H Canada, in partnership with each provincial 4-H organization, offers two key pieces of training to all volunteers, trained leaders, youth leaders, board members, and staff.

- Abuse Prevention – The Commit to Kids online training provides up-to-date, accurate and relevant information to keep children and youth safe and prevent sexual abuse
- Duty to Report – This 4-H Canada document gives an overview of other forms of abuse, and the abuse and inappropriate conduct reporting guidelines for 4-H in Canada

This is mandatory training that all trained leaders and staff must complete as part of their onboarding process. It is optional for additional screened leaders assisting with clubs and events. Each province has its own plan to train leaders and staff by May 2021.

Implementing Best Practices across 4-H in Canada

The Commit to Kids training has been developed by the [Canadian Centre for Child Protection](#) for youth-serving organizations like 4-H. It is designed to equip volunteers and staff with knowledge and skills to increase the personal safety of children and youth. 4-H joins a list of many other youth and sports organizations already using Commit to Kids training for their volunteers.

The Duty to Report document is based on best practices from provincial Government training materials and the Canadian Centre for Child Protection.

Accessing the Training

Create your 4-H LEARNS account

1. Go to 4-H LEARNS at 4-h-learns.org
If you are already a member, click [Log In](#) and skip to Step 2.
If you are a new user, select [Sign Up](#) at the top left of the page to create your new member account following these steps:
 - a. Enter details for your new account and click [Create new account](#)
 - b. Check your email account. You will receive an email from 4hlearns@4-h-canada.ca with your account details and one-time link for logging in.
[Click the link in this email.](#)

Create New Account

SIGN UP WITH EMAIL

A welcome message with further instructions will be sent to your email address after you successfully enter your email address and a username.

Email Address *

nmaclauchlan@4-h-canada.ca

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username *

Nicole Maclauchlan

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Have an account already? [Log In](#)

I am over the age of 18 *

I have read and agree to the [Terms and Conditions](#) *

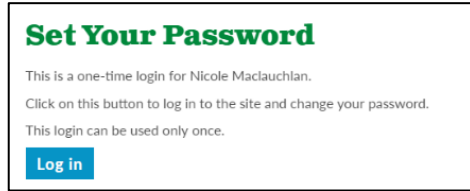
CAPTCHA

I'm not a robot

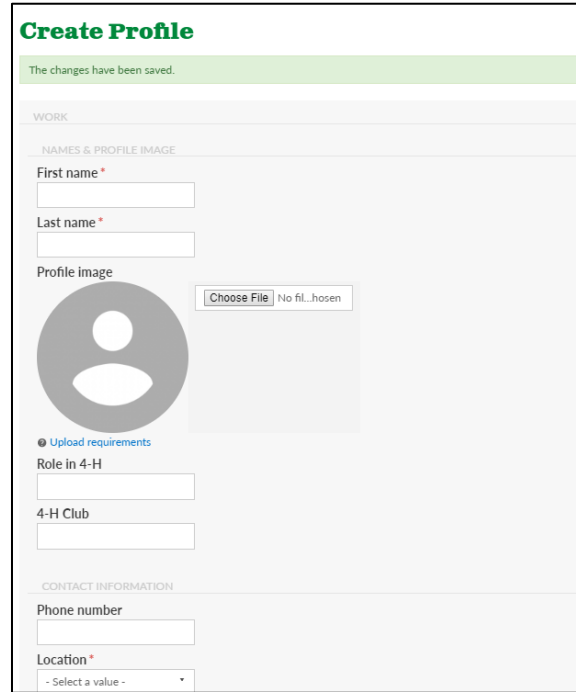
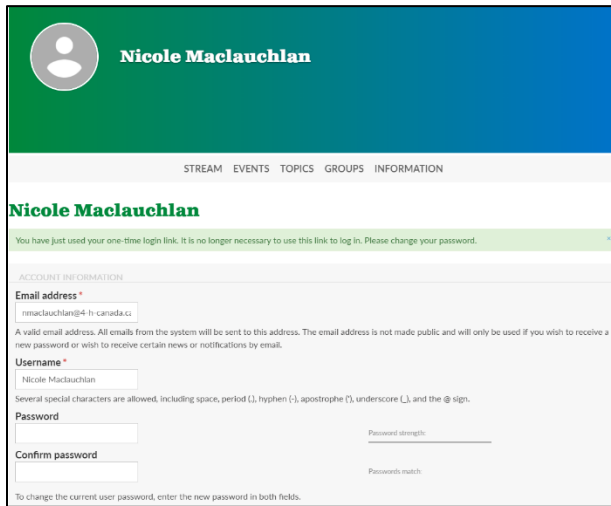
[Create new account](#)



- c. On the Set Your Password page click [Log in](#).



- d. On your account page, enter your new password twice. Scroll to the bottom of the page and click [Save](#).
- e. On the create profile page, enter your details for your new member profile. First and last name and location are required to proceed. Scroll to the bottom of the page and click [Save](#).



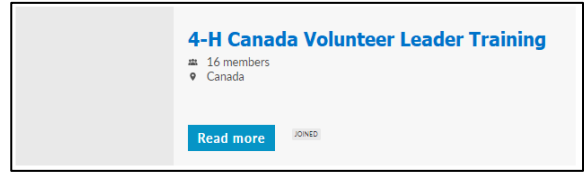
- 2. Now that you're logged in, navigate to the Network tab in the main menu, and select [All Groups](#).

Please note: you will not be able to see this option until you log in.

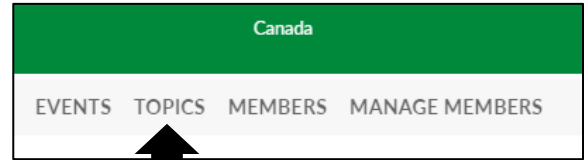




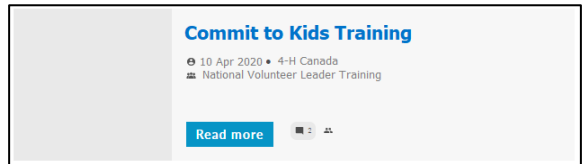
- Find the [4-H Canada Volunteer Leader Training](#) Group and click on the title to open the group.



- In the group, click on [Topics](#)



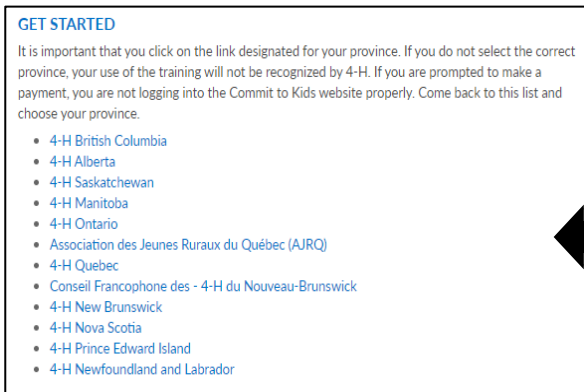
- Find the [Commit to Kids Training](#) topic and click the title to open.



- Scroll down to 'Get Started' and click on the [link](#) that is specific to your province.

You will be redirected to the Canadian Centre for Child Protection's Virtual Training Academy website (vta.c3p.ca)*

Review the FAQs under HELP if you have completed the training with another organization, are having an issue with the links, or are prompted to make a payment. This training is free.

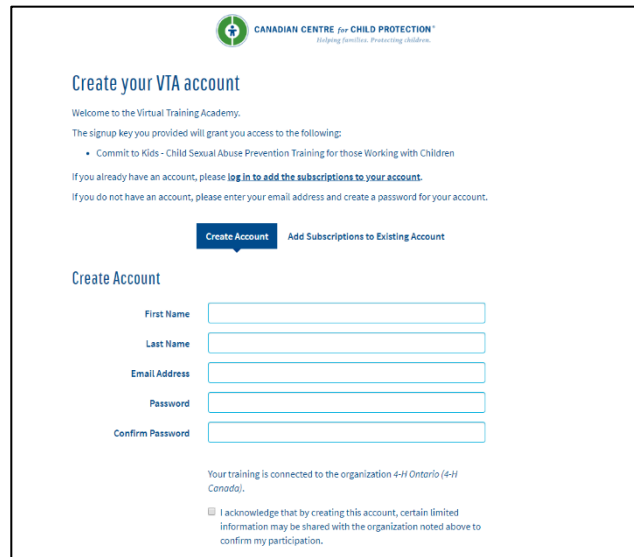


** The Commit to Kids training is there to provide you with supportive techniques and youth safety guidelines. However, it contains material that may be disturbing to some viewers. It is necessary for it to stress why it is important for leaders to remain vigilant about youth safety and be prepared if a youth were to disclose abuse. We encourage you to take this training at your own pace, and to take breaks when needed. If the training triggers upsetting feelings, please reach out to a trusted friend or health care professional to debrief.*

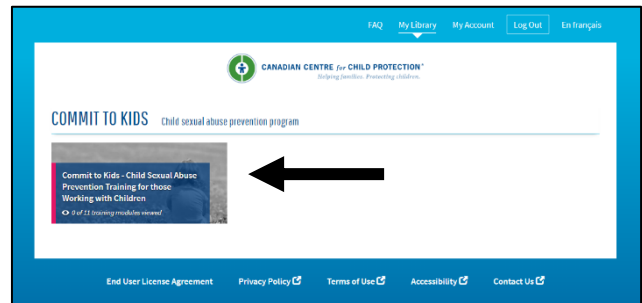


Create your Commit to Kids account

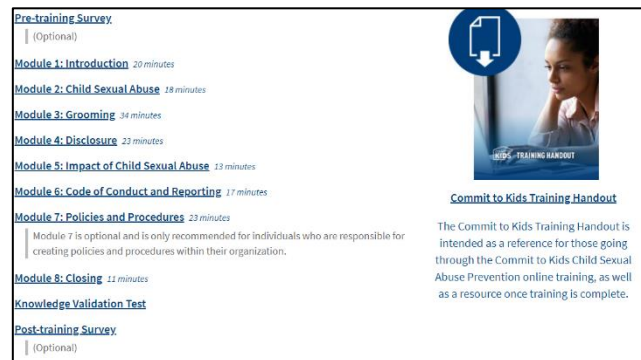
7. To create your account with the Virtual Training Academy, enter your account details, and click the box to accept the End User License Agreement and release of your training progress to your provincial 4-H office and 4-H Canada. Click [Create Account](#).
8. You will receive a verification email from vta@protectchildren.ca. Click on [the link in the email](#).
9. Your account details will appear. Click [Log In](#).



10. Once your account is created you can bookmark the link vta.c3p.ca in your browser to access the training during your period of access.
11. From the MyLibrary page, click on the [Commit to Kids course](#) to begin the training.



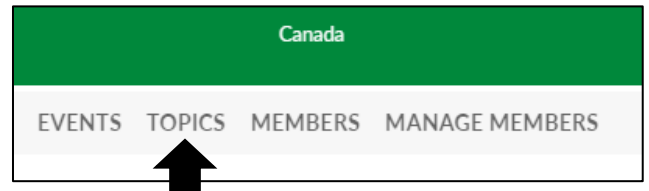
12. Begin working through the course modules and the Knowledge Validation Test by clicking the links. You can also download the training handout from the link on the right.





Access the Duty to Report training

13. After completing your Commit to Kids training, return to 4-H LEARNS and navigate to the same 4-H Canada Volunteer Leader Training Group as before, and enter the topic section.
14. Open the [4-H Canada National Youth Safety Policies](#) topic by clicking on the name.
15. Please download and review the Duty to Report training. Keep a copy of it on file as it contains guidelines for reporting if you encounter an abuse or misconduct incident.



Good to know

- The Commit to Kids training takes about 2.5 hours in total. There are 8 modules in the course to complete. The Policies and Procedures module is optional.
- You can take a break or pause between modules. When you resume, checkmarks will indicate the modules you have already viewed.
- The quizzes within each module are for learning and practice, but you must achieve at least 80% on the final Knowledge Validation Test to receive your certificate. When you have passed your validation test, a notice will appear on the screen that directs you to download your certificate.
- Provincial 4-H organizations receive a monthly report of who has started the Commit to Kids course or become certified. Only your name, date of account creation, and date of successful completion of the Knowledge Validation Test are shared with your 4-H province and 4-H Canada.
- You may choose to complete the pre-training and post-training surveys. Please note that while your answers are securely stored and used to improve the training effectiveness, they are not associated with your name or shared with 4-H.
- You will only need to take the entire Commit to Kids course once as a volunteer. A refresher version of the training is being developed for recertification later.
- Contact your provincial 4-H organization for complete information about the leader and volunteer onboarding requirements in your province.