

Diocese of Manchester
Shield the Vulnerable “Protecting Children” Online Training
Frequently Asked Questions

1. What is *Shield the Vulnerable*?

Shield the Vulnerable is an online child abuse awareness training for adults that is offered free to clergy, volunteers, employees, parents, and parishioners of the parishes, schools, camps, and other institutions of the Diocese of Manchester. The training contains important information about how to recognize and report suspected child abuse. Child abuse awareness training is required of all those who work with minors in the Diocese of Manchester parishes, schools, and camps. Online training is now the primary method of fulfilling this requirement.

2. What information is covered in the training?

The training is interactive and consists of several sections. The first section provides information about child abuse and neglect, including sexual abuse and perpetrators of sexual abuse. The second section covers how to respond when one suspects that a child may be abused. This is followed by specific information about how to report suspected abuse in New Hampshire and in the Diocese of Manchester. The last section is a review of our diocesan Policy for the Protection of Children and Code of Conduct, along with a brief quiz and an electronic acknowledgement that must be agreed to in order to obtain a certificate of completion.

There is a second training module on the site which is *for new employees only*. This section is on the topic of Preventing Sexual Harassment. If an employee has already completed sexual harassment training for the Diocese of Manchester, they do not have to complete this training.

The training site also includes some *optional* training modules which any registered user is welcome to complete.

3. How long will it take for a person to complete the training?

It is estimated that it will take 60 to 90 minutes for a person to complete the training and review the Code & Policy. If for any reason a user is unable to complete the training in one sitting, the user can log off and pick up later at the point where they left off.

The sexual harassment training will take approximately one hour to complete.

4. How is the training accessed?

To access the training, go to: www.shieldthevulnerable.org:

- click on “First Time Signup”;
- on the “Pick Type” dropdown list, choose **Catholic Dioceses**;

Training Website: www.shieldthevulnerable.org

- choose **Manchester Diocese (NH)** from the second dropdown list and click “Confirm”;
- enter your registration information and click “Next Step”;
- choose **Employee** or **Volunteer** and select the appropriate choices that follow;
- review your information, accept the license and click “Confirm Signup”;
- once registered, you will automatically be taken to the training area. Click the green button next to the course listing to begin.

Note: Additional trainings may be listed. These are optional and are marked as such.

5. Is *Shield the Vulnerable* available in Spanish?

Yes. To complete the training in Spanish, go to the main website, www.shieldthevulnerable.org and click on the blue tab at the top right-hand corner that says Espanol.

6. Can *Shield the Vulnerable* training be completed from home?

Yes, the training can be accessed from any internet-connected computer 24 hours a day.

7. Are there any special computer requirements?

The training can be run on most computers as long as they have been updated in the past few years. The training can also be run on tablets.

8. What if a person does not have a home computer or does not know how to use a computer?

Shield the Vulnerable training can be accessed from any computer, including any home, office, or public computer (such as the computer at your local public library). The training is very user-friendly and only requires basic knowledge such as how to use a keyboard and mouse. People with little to no computer skills are able to complete the training with just a little help. Parishes and schools may want to assist those without computers or those with little knowledge of computers by allowing them to make an appointment to use a parish/school computer to take the training. (This is completely optional and it is up to the individual parish or school whether they want to make this offer).

9. Some people cannot/ do not want to complete the training online. Is there a live option?

Through 2011, live *Protecting God’s Children* training sessions were presented throughout the diocese on a regular basis. At this time, these live sessions are only scheduled on an “as needed” basis. If there is a need in your parish/school, please contact your deanery trainer.

10. Can more than one person complete the online training at the same time?

Because the online training requires individual registration, contains quiz questions, and requires acknowledgement of the Code & Policy, people must register separately and take the training individually.

11. How soon after beginning their work with minors must employees and volunteers complete their training?

Training should be completed as soon as possible, but no later than 30 days after beginning employment or volunteer work with minors.

12. How will Safe Environment Coordinators know that a person has completed the online training and acknowledgement form?

As has been done over the past few years, the training date and acknowledgement form date (which will be labeled ‘electronic’) will be entered into the Safe Environment Database shortly after the person has completed their training. In addition, trainees will have the ability to print their certificates of completion, although they are not required to do so.

13. I have already completed child safety/sexual abuse awareness training. Will I need to complete *Shield the Vulnerable* training as well?

All adults who work with minors are required to update their training every three (3) years. This is known as ‘refresher training.’ *Shield the Vulnerable* is now the online training to be used both as initial training as well as to fulfill refresher training. Parishes and schools will receive a list each January with the names of those individuals who are due for refresher training. If a person completed training within the past 3 years through *Not on My Watch* or *Protecting God’s Children*, they do not need to complete *Shield the Vulnerable* at this time.

In respect to the Preventing Sexual Harassment training, only new employees and employees who did not previously complete diocesan sexual harassment prevention training are required to complete this training module. The term “employees” means all paid Church personnel, including clergy, religious, and lay people. There is no refresher sexual harassment training requirement.

14. Can I invite others to take this training?

Yes, this training is open to all clergy, employees, volunteers, parishioners, parents, and others working in Catholic parishes, schools, camps and institutions in the Diocese of Manchester.