

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



4-H Canada, in partnership with each 4-H provincial association, offers two key pieces of training to all volunteers, trained leaders, youth leaders, boards 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 organizations just 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](http://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 right 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](mailto: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](#) \*

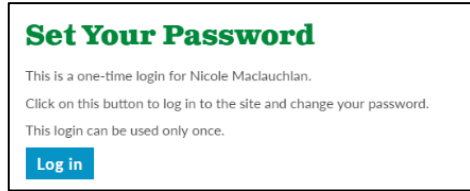
CAPTCHA

I'm not a robot 

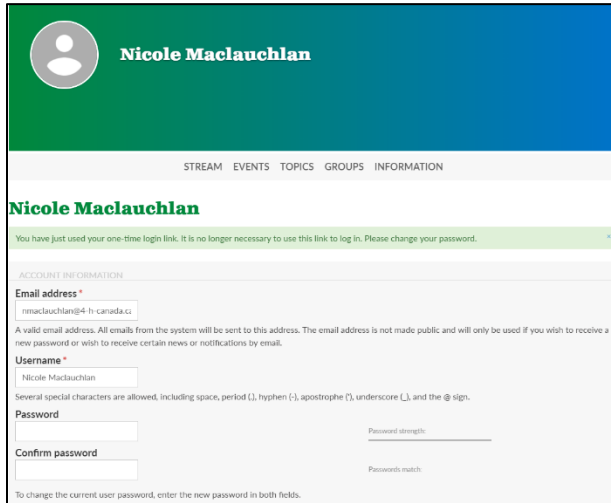
[Create new account](#)



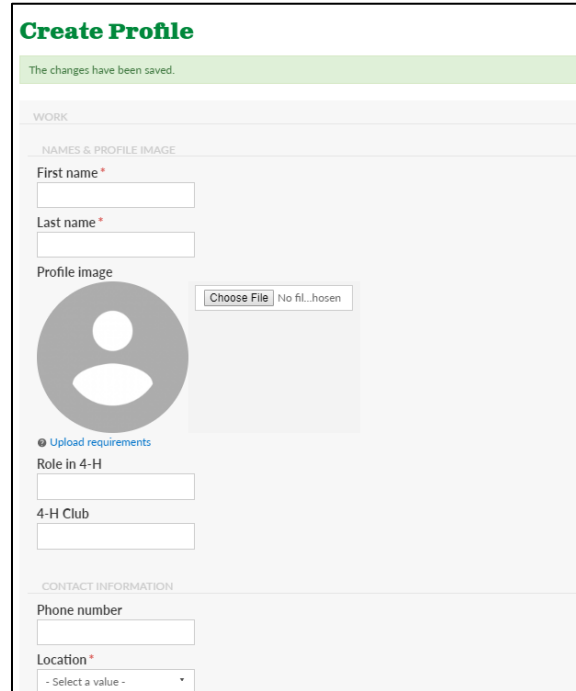
- c. On the Set Your Password page click [Log in](#).



- 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 LEARN tab in the main menu, and select [VOLUNTEER TRAINING](#).

*Note: you won't be able to see this option until you log in.*





3. Under item 2. Complete volunteer and staff eLearning training, scroll to Commit to Kids – Child Sexual Abuse Prevention
4. Under GET STARTED, 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](http://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.

▼ 2. Complete volunteer and staff eLearning training

4-H is building a series of eLearning courses for volunteers and staff that will give everyone a consistent start within the organization. The first to launch is the child sexual abuse prevention course called Commit to Kids, which is offered by the Canadian Centre for Child Protection for organizations like 4-H.

4-H will continue to develop and launch new eLearning courses to support volunteer orientation and training. Watch for more announcements!

**Commit to Kids - Child Sexual Abuse Prevention**

The Commit to Kids training outlines:

- What is Child Sexual Abuse and Grooming
- How to Support a Child During a Disclosure and The Impact of Child Sexual Abuse
- Reporting Concerns of Sexual Abuse or Misconduct

After completing Commit to Kids please also review the [Duty to Report](#) policy which gives an overview of other forms of abuse, and the abuse and inappropriate conduct reporting guidelines for 4-H.

**GET STARTED**

It is important that you click on the link designated for your province. If you do not select the correct province, your use of the training will not be recognized by 4-H. If you are prompted to make a payment, you are not logging into the Commit to Kids website properly. Come back to this list and choose your province.

- [4-H British Columbia](#)
- [4-H Alberta](#)
- [4-H Saskatchewan](#)
- [4-H Manitoba](#)

Create your Commit to Kids account

5. 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](#).
6. You will receive a verification email from [vta@protectchildren.ca](mailto:vta@protectchildren.ca). Click on [the link in the email](#).
7. Your account details will appear. Click [Log In](#).

**CANADIAN CENTRE for CHILD PROTECTION**  
Helping families. Protecting children.

**Create your VTA account**

Welcome to the Virtual Training Academy.

The signup key you provided will grant you access to the following:

- Commit to Kids - Child Sexual Abuse Prevention Training for those Working with Children

If you already have an account, please [log in to add the subscriptions to your account](#).

If you do not have an account, please enter your email address and create a password for your account.

[Create Account](#) [Add Subscriptions to Existing Account](#)

**Create Account**

First Name

Last Name

Email Address

Password

Confirm Password

Your training is connected to the organization 4-H Ontario (4-H Canada).

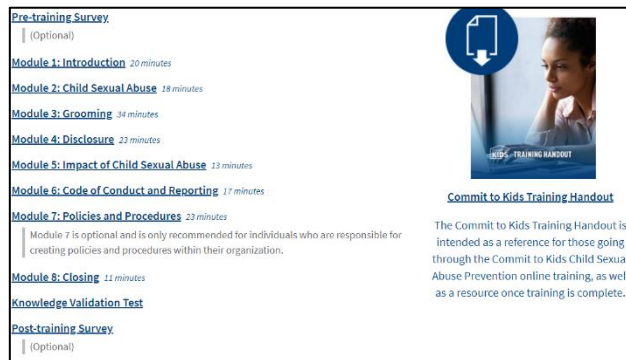
I acknowledge that by creating this account, certain limited information may be shared with the organization noted above to confirm my participation.



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



10. 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

11. After completing your Commit to Kids training, return to 4-H LEARNS and navigate to the same 4-H Canada Leaders and Staff On-Boarding Checklist as before.
12. Please download and review the Duty to Report training. Keep a copy of it handy as it contains guidelines for reporting if you encounter an abuse or misconduct incident.
13. Be sure to refer to the volunteer screening checklist on the same page for other steps you will need to take to become fully screened.





## Good to know

- The Commit to Kids training takes about 2.5 hours in total. There are 8 modules in the course to complete (but the module titled Policies and Procedures 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've passed, a notice will appear on the screen that directs you to download your certificate.
- Provincial associations receive a monthly report of who has started the Commit to Kids course and become certified. Only your name, date of account creation, and date of successful completion of the Knowledge Validation Test (over 80%) 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'll only need to take the entire Commit to Kids course once as a volunteer. A refresher version of the training is being developed.

Connect with your provincial 4-H association or office for more information about the leader and volunteer onboarding requirements.