Guide to Armatus *Learn to Protect* for Individuals

As of January 2020, the Territory of the People implemented a new Safe Church training program for all parishes and ministries which replaced the *Creating Trustworthy Communities* workshops once held in the Anglican Parishes of the Central Interior/Territory of the People.

Armatus *Learn to Protect* aims to protect "the vulnerable" (children; youth; physically, mentally, or psychologically vulnerable adults) and to minimize risk of harm in parish ministries. The program also aims to protect those working with this vulnerable population. The program requires all clergy, employees, and volunteers serving in medium- or high-risk positions in their parish to complete Safe Church training at the beginning of their ministry and every five (5) years thereafter.

This guide is for individuals to:

- Introduce the Armatus *Learn to Protect* system.
- Learn how to register and access the system.
- Understand what records should be submitted to your parish or the Territory office.
- Answer frequently asked questions.

We recognize participation in this program may trigger past memories of abuse or harassment. If you fear this might happen to you, please talk to your incumbent or seek counsel for yourself to work on healing.

Introducing the Armatus *Learn to Protect* System

Armatus is a Safe Church training system which is used by organizations across the United States and Canada. Since September 2019, Armatus has been adopted as the primary method for Safe Church training across the five dioceses of the Ecclesiastical Province of British Columbia and the Yukon, the Territory of the People, and Sorrento Centre.

Armatus courses are taken online by using a personal computer or tablet. The courses are interactive, engaging and contain quizzes to ensure content has been understood. Course content is tailored based on an individual's ministry position – those whose ministry involves children, youth and vulnerable persons are given additional training specific to these areas.

How do I register for the Armatus system?

By **February 15, 2020** you should receive an e-mail directly from Armatus (armatusadmin@praesidiuminc.com) containing your username and password. If you cannot find this e-mail in your inbox or junk mail folder, please contact Cathy Wozlowski, Territory Safe Church Administrator at wozcathy@hotmail.com or by phone at 250-319-3540.

How do I access the Armatus System?

You need your username and password to log in. The Armatus login page can be found at:
https://armatus2.praesidiuminc.com/armatusUser/login

Once logged in you'll see a welcome message from Amatus followed by the Safe Church training modules which you have been assigned to complete based on your ministry role(s).

<u>Technical Issues</u>

For the best experience with Armatus courses
- use a stable internet connection
- use a computer or tablet, not a phone
- use a recommended, up-to-date browser such as Chrome, Internet Explorer, Firefox or Safari
- To take advantage of audio components, be sure to have your volume on and speakers or headset ready.
- Hardware Supported
  - PCs with minimum of 2.4 GHz processor speed and 2GB RAM
  - Macs with minimum of 2.4 GHz processor speed and 1 GB RAM
  - iPad – 3rd generation or newer
- Operating Systems Supported
  - Windows 7 and later versions
  - Mac OS 10.7 (Lion) and later versions
  - iOS 7 and later versions

I have forgotten my username / password!
Visit the Armatus login page and select the option: *Need your Armatus username or password?*
You can also obtain this information from Cathy Wozlowski.
The login screen of Armatus Online has options to remind you of this information.

My spouse and I share one computer at home. Can we both use the same computer to complete the modules?
Yes. Each of you will receive an email with your own username and password. Be sure to log in to the Armatus website using your own username and password.

I don't use a computer, or I have other accessibility issues.
Each person operating in medium or high-risk ministry in the Territory of the People must complete the training but there are several ways to do this:
- You can use any computer, including one at your parish office by arrangement. Just make sure to log in with the username and password provided.
- If you do not have an email address, your church office can assist you by creating a free email address through Gmail or Hotmail.
- You can complete the training with somebody alongside you to assist with reading/ understanding the material.

What if I have technical difficulties?
The main screen of Armatus Online has a "help" button which will provide answers to frequent technical questions. The help page also has an online support/phone number for the system provider who can answer any other technical questions. support@praesidiuminc.com
1-800-743-6354 Monday-Friday 8:00 am – 5:00 pm Central Time

What do I do when I have finished taking the modules?
Please note that in addition to course modules, there are two additional items which must be completed, namely, agreement to abide by the Territory Safe Church Policy 4.3 available on the Territory website, and submission of a current Criminal Record Check.
Once you have completed all the modules assigned to you in the Armatus system, you must submit your Certificate of Completion. The Certificate can be obtained from the Armatus system welcome page by clicking the "Certificate" button. You can then save, print or e-mail the certificate.
Parishes are responsible for ensuring lay parishioners and employees have completed the training.

Your certificate should be emailed to:
- *Lay volunteers or parish employees*:   your parish office
- *Lay Ministers of Word and Sacrament*: Office Coordinator at the Territory Office
- *Clergy*:   Office Coordinator at the Territory Office

Frequently Asked Questions

Why am I being asked to complete Safe Church training?
All clergy, along with lay parishioners and employees serving in medium and high-risk ministries are required to complete Safe Church training. The Armatus system will assign you modules related to the particular ministry roles you are undertaking.

How long do I have to complete the training modules?
You have three (3) months from the date you receive your email with your login information.

How long does the training take? Do I have to complete it all at once?
The training is divided into modules, each of which takes 15 – 20 minutes to complete. Depending on the ministry you are involved in, you may be assigned between 1 – 9 modules. Each module can be completed on an individual basis. Once you've completed a module, you'll see it indicated on the home page.

Can I start a module, pause partway, and return to complete it at another time?
Yes, when you reopen the module it will ask you if you want to continue where you left off.

Is it possible to fail the training?
Although the modules of Armatus Online contain quizzes and questions, these are designed simply to ensure you have understood the material which has been presented. Getting a question wrong will give you a prompt to review the material again so you can then select the correct answer and move on with the training.

Do I have to complete the training on my own?

No – you're welcome to work through the modules with fellow parishioners or family members to share and discuss what you're learning. However, each parishioner must complete the training with the username / password assigned to them in order for their progress to be recorded by the Armatus system and a Certificate of Completion to be obtained.

What if the content of these training modules brings back bad memories for me?

Armatus covers sensitive material, including sexual and physical abuse. If you find the content disturbing, please discuss your concerns with your incumbent before your enrollment. Thank you for your commitment to protecting those in your care.

I'd like a copy of the information from the course for reference.

Each module contains an **Action Plan** which can be downloaded by clicking the 'Tools' button, which provides an overview to the module with areas you can complete as you learn.

What if I take on a new ministry?

If you begin a new position which requires extra Armatus modules to be completed (for example, if you begin a new ministry among children, youth or vulnerable persons) please notify the Safe Church Administrator. You will then receive an email asking you to complete additional modules.

Does Safe Church training need to be repeated?

Yes – periodic retraining is required to ensure volunteers and employees remain up- to-date in their understanding and expertise. In the Territory of the People, Safe Church training needs to be completed every five (5) years.

Additional Resources

The following resources are also available on the Territory website
- List of Roles
- Modules Assigned by Role
- Territory of the People Safe Church Policy 4.3
- Territory of the People Criminal Record Check Policy 4.2
- How to obtain a criminal record check for Volunteers