2021 Plan to Protect®
On-line Certification Training

AL-101

Administrator/Leader Level 1 Certification

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Course Description

We need vulnerable sector protection policies – where do we start? How can we create safe places for children, youth, vulnerable adults and volunteers/staff? What does a strong recruitment and screening process look like? Why is abuse prevention important? Let's Plan to Protect®! This course is designed for administrators and leaders of organizations that work with or serve the vulnerable sector. We will address Plan to Protect® 101, Reporting and Response, Recruitment and Screening, Documentation Management and Customizing Policies. Through readings, video instruction and course assignments, participants will learn how to administer, implement, and maintain a strong abuse prevention program. Participants will receive downloadable resources, a policy template, feedback and support. Let's raise the bar on protection!

Course Objectives

In the Administrator/Leader Level 1 Certification, course participants will learn how to administer, implement and maintain a strong abuse prevention program. As a result of this course you will:

- Learn about the standard of protection and abuse prevention that Plan to Protect® recommends and insurance companies require.
- Demonstrate an understanding of the value and importance of abuse prevention and vulnerable sector protection.
- Understand the legal requirements for reporting and responding to abuse of children and vulnerable adults.
- Assist and support volunteers and staff in reporting and responding to abuse.
- Examine best practices for recruitment and screening.
- Identify and develop a strong recruitment and screening process for present and future volunteers and staff.
- Understand the responsibility of ensuring documents are created, stored, and maintained properly.
- Analyze how effective or ineffective documentation management can impact an organization.
- Recognize the value of customized policies and begin identifying protection procedures related to your organization.
- Develop and create customized policies utilizing the policy template provided.

Prerequisites

There are no prerequisites for this course.

Required Text

Plan to Protect® Manual, 2010 edition or newer.

Course Requirements

This course will be delivered entirely online through the learning management system www.plantoprotectschool.com. Participants must have internet access and basic computer skills including word processing, PowerPoint and email.

Technical Support

onlinetraining@plantoprotect.com
1-877-455-3555, Ext. 11

Office hours:
Monday – 9 a.m.-5 p.m. ET
Tuesday – 9 a.m.-5 p.m. ET
Wednesday – 9 a.m.-5 p.m. ET
Thursday – 9 a.m.-5 p.m. ET
Friday – 9 a.m.-5 p.m. ET

Assignment Support

training@plantoprotect.com
1-877-455-3555, Ext. 17

Office hours:
Monday – 9 a.m.-5 p.m. ET
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Friday – 9 a.m.-5 p.m. ET

Course Requirements

Forum Participation..... 10%

This course will be participation intensive. For each module, you will participate in a group forum discussion board with other students. Participants will be marked on their contribution to the discussion, responses to other students and the value of their contribution. Forum discussion questions are included in the course calendar and posted throughout the course. Each topic will also include a reading assignment. For each reading assignment, you will demonstrate your understanding of the content through forum discussions, quizzes or the assignments listed below.

Mini Quiz on Terms and Conditions.....Required

After reviewing the Administrator/Leader Terms and Conditions, you will complete a quiz to demonstrate your understanding. You must receive 100% to proceed to the next section of the course. Participants who do not receive the required grade to proceed will be able to retake the quiz.

Plan to Protect® Assessment 10%

You will complete an assessment of your organization using the free Plan to Protect® assessment available on our website. By filling out this assessment as accurately as possible, you will be provided with a report that will identify areas of strength and areas where there is room for improvement and growth.

Reporting and Response Quiz 10%

After completing the Reporting and Response readings, video training and forum questions, you will complete a quiz. You must receive 80% or higher to proceed to the next section of the course. Participants who do not receive the required grade to proceed will be able to retake the quiz.

Recruitment and Screening Process Map..... 20%

You will identify what process will be used to screen volunteers/staff at your organization and develop a customized recruitment and screening process map. A template will be provided.

Case Study..... 10%

You will receive a case study on effective and ineffective documentation management and you will analyze how that can impact an organization. A template will be provided.

Customizing Policies Worksheet..... 10%

Using the Customizing Policies Worksheet provided, identify protection procedures related to your organization and analyze areas that will need to be customized in your policies.

Final Assignment: Customized Policies..... 30%

The final assignment will be to customize policies for your organization utilizing the policy template, provided in the course, to either create new policies or update your existing policies.

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Total: 100% *Please note: you and your supervisor will receive a letter at the end of your course indicating your final grade and status.

Submissions

All assignments should be submitted via the online school. When you submit, please label each assignment and email subject line with your first and last name, followed by a hyphen organization name, followed by another hyphen and the assignment (for example, Naomi Suggs – Sunrise Day Care – Recruitment and Screening Process Map).

Deadlines

All assignments must be completed and submitted within 12 weeks of beginning the course. If assignments are not completed, you will receive an incomplete and will not be considered a certified Administrator/Leader.

Late Work

Work must be submitted on or before the final due date. Late work will NOT be accepted unless an extension has been granted by Plan to Protect® prior to the due date, in writing. Extensions are ONLY granted for serious emergencies – call or email for permission. No work will be accepted after the final due date.

Letter Grade

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A+	97-100%
A	94-96%
A-	90-93%
B+	86-89%
B	82-85%
B-	78-81%
C+	74-77%
C	70-73%
C-	66-69%
D	61-65%
F	<60%

Participants must receive a C- or above to pass the course. Participants who receive a D, will receive a conditional pass and may be required to resubmit assignments (some conditions may apply and some assignments may be subject to a resubmission fee).

Netiquette Guidelines

Netiquette is a set of rules for acceptable behaviour online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences - no matter how different or controversial they may be perceived - must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips* will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use profane or offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting or use acronyms (ex. LOL, btw, etc.).
- Popular emoticons such as ☺ can be helpful to convey your tone but do not overdo it or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an 'open-mind' and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the 'send' button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable.
- Please do not criticize participants' spelling, grammar, etc.

Please keep in mind the following items when participating in any and all Plan to Protect® discussion boards:

- Plan to Protect® provides the HIGHEST STANDARD of protection and abuse prevention. We will not recommend or endorse anything that contradicts this HIGHEST STANDARD of protection, conflicts with Human Rights or breaks legal requirements.
- Plan to Protect® clients represent a vast array of political and religious opinions – please be sensitive to this when leaving questions and comments.
- Plan to Protect® clients represent a vast array of organizations (churches, charities, schools, day cares, camps, sporting leagues, retirement homes, transportation companies, refugee sponsorship groups, etc.).
- Plan to Protect® clients work with a variety of vulnerable sectors (children, youth, vulnerable adults, refugees, etc).
- There is a high likelihood that participants in the course may be a victim/survivors of abuse or know someone who is a victim/survivor. Please be sensitive and thoughtful when leaving comments, questions or feedback.
- Please note participants in the course may be from different countries as Plan to Protect® clients come from Canada, United State and globally.

*Adapted from:

- Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus.* Journal of Online Learning and Teaching, 6(1). Retrieved from http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm
- Shea, V. (1994). Netiquette. Albion.com. Retrieved from: http://www.albion.com/netiquette/book/

Communication Guidelines

Students will receive weekly support emails with reminders and announcements. You are expected to check your email regularly. Because documents will be distributed electronically and downloaded from the Learning Management Services, you must inform us immediately if there is a problem retrieving or downloading them. Inability or failure to download or open documents is not an acceptable excuse for incomplete assignments.

Course Calendar

Please carefully review the course calendar below. You can use the course calendar as a checklist to ensure all assignments are completed correctly and on time. You will notice that the course has been split into multiple modules. Each module includes readings, a video presentation, a forum, and an assignment. We ask that you proceed through the course in chronological order because each module builds on what comes before.

You have 12 total weeks to complete the course and all assignments. Our recommendation is that you **try to accomplish at least one module per week.** This will give you **6 weeks for the course content and 6 weeks for the final assignment** – which is customizing policies for your organization. While you have 6 weeks for the course and 6 weeks for the final assignment – you absolutely can work faster. We encourage you to work at a pace that is convenient for you but keep in mind you will need to save enough time for yourself to complete the final assignment which is a big task.

Week	Module	Topic	Tasks

1	1	Introduction, Overview and Terms and Conditions	• Introduction
			• Download:
			  ○ Course Syllabus
			  ○ Terms and Conditions
			• Read:
			  ○ Course Syllabus
			• Participate:
			  ○ Discussion Board: "What would you like to learn in this course?"
			• Watch:
			  ○ Overview and Terms and Conditions (Presenter – Victoria Bissell)
			• Review:
			  ○ Frequently Asked Question
			• Submit:
			  ○ Sign and submit electronic Terms and Conditions
			  ○ Terms and Conditions Quiz

2	2	Plan to Protect® 101	• Introduction • Download: ○ Plan to Protect® 101 PowerPoint Notes

			• Read:
			  ○ In the Plan to Protect® Manual, read the following sections:
			  ■ Letter from Plan to Protect®
			  ■ Call to Action
			  ■ Protect Through Awareness
			  ■ Implementation Strategy
			• Watch:
			  ○ Plan to Protect® 101 (Presenter – Melodie Bissell)
			• Participate:
			  ○ Discussion Board: "Why do you think it is important for your organization to have a Plan to Protect® or an abuse prevention program in place?"
			• Review:
			  ○ Frequently Asked Questions
			• Submit
			  ○ Plan To Protect® Assessment

3	3	Reporting and Response	• Introduction
			• Download:
			  ○ Reporting and Response PowerPoint notes
			• Read:
			  ○ In the Plan to Protect® Manual, read the following section:
			  ■ Reporting and Response
			  ○ Reporting guidelines for your province/state/territory
			• Watch:
			  ○ Reporting and Response (Presenter – Victoria Bissell)
			• Participate:
			  ○ Discussion Board: "If one of your volunteers or staff was afraid to report abuse how could you encourage them and support them?"
			• Review:
			  ○ Frequently Asked Questions
			• Submit
			  ○ Reporting and Response Quiz

4	4	Recruitment and Screening	• Introduction • Download: ○ Recruitment and Screening PowerPoint notes

			● Download: ○ Summary of Criminal Record Checks (Canada) or Plan to Protect® Best Practices for Screening (USA) ● Read: ○ In the Plan to Protect® Manual, read the following section: ■ Recruitment and Screening ○ Review the Screening Summary ● Watch: ○ Recruitment & Screening Part One (Presenter – Melodie Bissell) ○ Recruitment & Screening Part Two (Presenter – Melodie Bissell) ● Participate: ○ Discussion Board: "If one of your volunteers or staff asked you why all the steps of the screening process are necessary, how would you go about explaining the necessity of screening?" ● Review: ○ Frequently Asked Questions ● Download: ○ Recruitment and Screening Process Map Assignment and Evaluation ● Submit: ○ Recruitment and Screening Process Map
5	5	Documentation Management	● Introduction ● Download: ○ Documentation Management PowerPoint notes ● Read: ○ Article – Are We Being Buried in Paperwork? ○ Article – Why You Need a Children's Check-In System ● Watch: ○ Documentation Management: (Presenter – Victoria Bissell) ● Review: ○ Frequently Asked Questions

			• Participate:
			  ○ Discussion Board: "What is your plan for maintaining documentation at your organization? Answer the who, what, where, when, why and how of documentation management."
			• Download:
			  ○ Documentation Management Case Study Assignment and Evaluation
			• Submit:
			  ○ Case Study Assignment

6	6	Customizing Policies	• Introduction
			• Download:
			  ○ Customizing Policies PowerPoint Notes
			• Read:
			  ○ In the Plan to Protect® Manual, read the following section:
			  ■ Protection Section
			• Watch:
			  ○ Customizing Policies (Presenter – Melodie Bissell)
			• Participate:
			  ○ Discussion Board: "Describe a high risk program your organization is currently running or that you would like to run at your organization. Now, comment on your post or another post and list some of the potential risks associated with this activity that you would have to keep in mind if you were writing a policy on this high-risk activity."
			• Review:
			  ○ Frequently Asked Questions
			• Download:
			  ○ Customizing Policies Worksheet Assignment and Evaluation
			• Submit:
			  ○ Customizing Policies Worksheet

7-12		Work on Final Assignment	• Complete:
			  ○ Customizing Policy Final Assignment
			• Submit:
			  ○ Customized Policy Draft
			  ○ Feedback Survey