

EARLY LEARNING AND CHILD CARE – C3P Commit to Kids Child Abuse Prevention Training
Frequently Asked Questions
Circular # ELCC-2024-06 (r)

Revised in green

1) What is the Commit to Kids Child Sexual Abuse Prevention Program?

The Commit to Kids (C2K) Child Sexual Abuse Prevention is an online training program developed and supported by the Canadian Centre for Child Protection (C3P). It is designed to equip individuals who work with children, either through employment or on a volunteer basis, with the knowledge and tools needed to mitigate the risk of child sexual abuse by enhancing safeguarding practices within existing structures.

2) Is this training mandatory for child care professionals and volunteers?

Yes, training is mandatory for child care professionals. Child care professionals in Manitoba licensed child care facilities including Early Childhood Educators, Child Care Assistants and home-based child care providers (including substitutes) are required to complete the following two online trainings by March 31, 2025 and every four years thereafter:

- **C2K Foundational Information for Safeguarding Children from Sexual Abuse**
 - The training takes approximately 25 minutes, and participants receive a record of participation upon successful completion of the final quiz (100%).
- **C2K Child Sexual Abuse Prevention Training for those Working with Children**
 - The training takes approximately three hours, and participants receive a certificate of completion after successful completion of the knowledge validation test (80%).

Training is highly recommended for volunteers in licensed child care facilities are required to complete the following online training by March 31, 2025 and every four years thereafter:

- **C2K Foundational Information for Safeguarding Children from Sexual Abuse**
 - The training takes approximately 25 minutes, and participants receive a record of participation upon successful completion of the final quiz (100%).

3) Is this training mandatory for students enrolled in an Early Childhood Education program at a post-secondary institution?

No, however this training is available to students registered in a recognized early childhood education post-secondary program in Manitoba in order to prepare for employment in the workforce. Students employed at a child care facility are required to complete this training as an employee. This includes those on paid practicum placements arranged through their post-secondary institution, as well as those employed in term positions such as summer students.

Students who complete this training shall retain their original certificate, and provide a copy of their certificate as they will be required to provide it to future employers in early learning and child care.

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4) Why is this training mandatory?

This training is part of a plan to modernize and augment child safeguarding practices in child care settings. Child care professionals are often the first line of defence for child protection issues, as they can be the first people who build a trusting relationship with a child outside of the family. Disclosure often comes through members of the frontline early learning and child care workforce, and so it is imperative that they have access to training, information and support to feel confident in appropriately responding to disclosures or signs of child protection concerns.

5) What child protection concerns may arise in a child care setting?

Children need to be kept safe from sexual harm at all times. Child protection issues can be initiated by anyone who has close contact with a child, such as an adult or other children. Each situation is unique, and should be handled appropriately. The resources provided help staff educate children about safe and unsafe touching, and how to disclose unsafe touching to an adult. Information around policy development helps child care professionals respond sensitively and appropriately to the child.

Additional resources are available to understand normal and concerning behaviour in children 12 years and younger. The resource, 'C3P Sexualized Behaviour in Children' is available to all child care facilities.

6) Are there any fees for this training?

No. The governments of Canada and Manitoba have partnered with the Canadian Centre for Child Protection (C3P) to offer child abuse prevention training to all early childhood education professionals, volunteers and students enrolled in recognized post-secondary early childhood education programs in Manitoba at no cost. Funding for this program is made available through the Canada-Manitoba Early Learning and Child Care Agreement.

6.) Will the Manitoba government cover costs for child care staff release time?

No. Child care facilities should incorporate this training within their regular training plans and in the onboarding/orientation for new staff. This training can be completed during one of the approved professional development days.

7) Who is responsible for ensuring staff and volunteers in child care facilities complete the C2K training?

Child care facilities are responsible for ensuring the appropriate training is complete for all staff and that accurate records of staff training are maintained and provided to the Child Care Coordinator at the annual relicensing visit. It is strongly recommended that all volunteers take this training and that centre Directors retain the certificate of completion for their records.

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8) What is the timeline for the requirement to complete C2K Child Sexual Abuse Prevention training?

The training will be available to all child care professionals and volunteers as of May 9, 2024, and completion of the training by **child care professionals** is required by March 31, 2025 and every four years thereafter. As new staff come on board, they will also be required to complete the training within one year. **It is strongly recommended that all volunteers take this training.** This online training can be completed within four hours and is available at no cost to the facility or the child care staff member.

9) How do individuals register for this training?

To access the course registration link as a child care professional or a volunteer in a licensed child care facility, please refer to the **Getting Started – How to Access Your Account** tip sheet.

Note: This training is specifically designed for child care professionals, volunteers and students enrolled in recognized post-secondary early childhood education programs in Manitoba. Registration is not available for public access and information provided in the tip sheet is reserved for individual use only and not for purposes of broad distribution.

10) What happens if the link to the training is misplaced?

Child care facilities are encouraged to keep the **Getting Started – How to Access Your Account** tip sheet on file as a method of retaining the registration link. Additionally, facilities may consider developing internal policies and procedures for providing the tip sheet to staff/volunteers, such as incorporating it into the onboarding procedures. However, if the registration link is misplaced, facilities can refer to the circular/FAQ or contact their Child Care Coordinator to obtain the registration link.

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11) What is the best way to complete this training?

This training can be taken alone, with another person, or in a group with other staff. It can also be completed over multiple sessions with breaks, or all at once. The training covers a highly sensitive topic, and it's important to consider taking the training in a way that works best for you.

Because this training is highly sensitive, it is possible training participants may become emotionally triggered during the training. With this in mind, we are providing a tip sheet developed by C3P that can be shared with Directors, child care professionals, home-based providers, as well as students and volunteers. The considerations in the 'Important Information for Staff – Before Training, Sensitive Topic Considerations' will help prepare training participants for the best ways to support one another throughout the training.

If the training is completed as a group, each participant is required to register individually to take the Knowledge Validation Test. Participants shall retain a copy of the certificate of completion for their records and provide a copy to their centre Director where applicable.

12) What happens after a certificate of completion of the mandatory training is received?

Upon completion of all modules and a successful knowledge validation test (80%), participants will receive a certificate of completion. Participants shall retain a copy for their records, and provide a copy of the certificate of completion to the Director or the designated administrator of their child care facility.

As this training is mandatory, child care facilities will be required to provide confirmation of staff training to the licensing child care coordinators at the annual relicensing visit. Future updates to Child Care Online will enable centre Directors and home-based child care providers to enter the completion dates on the Record of Child Care Employee (Centres) and Record of Child Care Residents (Homes).

Further details on reporting procedures will be communicated late summer/early fall, 2024.

15) If a staff member or volunteer recently completed the C2K Child Sexual Abuse Prevention Training, would they be required to repeat the training again by March 31, 2025? Or would the refresh timeline apply (i.e. four years)?

Effective May 9, 2024, child care professionals in a licensed child care facility, are required to complete the C2K Child Sexual Abuse Prevention training **once every four years**. Staff and volunteers who have completed this training within the past four years may provide their certificate of completion as confirmation.

This training is strongly recommended for all volunteers.

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16) If a staff member or volunteer who has completed the training moves to another child care facility, would they need to repeat the training?

No. Child care professionals and volunteers who have completed the training can present a copy of their certificate of completion to the centre Director for their records.

To download your certificate of completion, log in to your account at <https://vta.c3p.ca/app/en/login> and click on the “My Account” tab in the top right corner.

17) Is there support available from C3P to troubleshoot issues such as logging in or creating an account?

Yes. If you require support with creating your account after following the steps provided in the **Getting Started – How to Access Your Account** tip sheet, you can fill out the Canadian Centre for Child Protection’s Technical Support Form here:

https://vta.c3p.ca/app/en/tech_support

19) Who can I contact for more information?

If you have any further questions regarding this information, please email Child Care Information Services at cdcinfo@gov.mb.ca with the subject line “Commit to Kids” or call 204-945-0776 (toll free: 1- 888-213-4754).