

## NAVIGATING THE ABUSE PREVENTION SYSTEM

*for Supervisors (Camp Directors)*

*Revised 5/17/2023*

In order to stay compliant with the Safe Sport Act and keep our camp staff and campers safe, we are required to train all camp staff that interact with minors on how to be mandatory reporters. This includes understanding how to prevent, recognize, and report abuse.

The training system consists of the following:

1. Sexual Abuse Awareness Training
2. Updated Counselor Training Manual, including the Summer Camp Code of Conduct
3. Mandatory Reporter Acknowledgement form

You will receive information on numbers 2-3 in a separate e-mail. For now, we want to introduce you to the **Sexual Abuse Awareness Training**, a 1.5 hour online training by MinistrySafe's Abuse Prevention System. This training focuses on preventing and recognizing abuse and is mandatory for all camp directors and counselors. After completing the training, trainees will take a quiz and must get a 70% or higher in order to receive their certificate of completion.

As a supervisor, you will be able to add all of the camp counselors who will be working in your camps this summer as users and send the training directly to them. You will also be able to monitor training completion in your supervisory account. **Please note that currently, counselors are only required to complete the Sexual Abuse Awareness training once, so if they did it last year, they are not required to do it again. You must ensure that all camp staff who will be interacting with minors in the course of their work assignment have completed the training, prior to the start of camp.** As a supervisor, we ask that you take the training as well. That way, you are able to respond appropriately to questions that may arise.

How to access and navigate your account:

1. If you are new to the system, you will receive an e-mail from Abuse Prevention in the coming days, providing you with your username and a link to reset your password. Once you have updated your password, you are able to navigate the system. If you used the system last year, you should use the same credentials to log in this year.
2. Please check if the counselor is already in the system and has taken the training, prior to adding a new user. To do so:
  - A. Go to 'Manage Users' in the menu on the left-hand side. Type the counselor's name in the search box.
    - i. If the counselor's name pops up and has a green check mark in the 'Status' column, he/she has completed the training.
    - ii. If the counselor's name pops up and has an image in the 'Status' column and not the green check mark, he/she has been sent the training, but not completed it. If this is the case, select 'Trainings' on the left and click the 'Send Training' button for 'Sexual Abuse Awareness Training.' Click the blue 'Select' box for 'Sexual Abuse Awareness Training – Camp' which is the 2<sup>nd</sup> option.

- iii. Then search for the counselor's name(s) and click the check box to the left of their name. Click the green 'Next Step' button at the top and then confirm by selecting the green 'Send Training' button.
3. To add a new user in the system and send them the training:
  - A. Go to 'Manage Users.'
  - B. From there, click the green 'add user' button at the top of the page.
  - C. Enter the first and last name of the user, their email address; classify them as an employee and a trainee. Select the appropriate tag (is this person a camp counselor for an academic camp, workshop, or institute OR for an athletic camp).
  - D. Select 'Sexual Abuse Awareness Training- Camp' and then click the blue 'add user' button at the bottom of the page.
4. To monitor training completion:
  - A. Go to 'Manage Users.' In the 'Awareness Training' column you will be able to see the status of the training for each user.
    - i. Green check mark: the user has completed the training and the completion date is to the right of it.
    - ii. Image: the training has been sent to the user, but the user has yet to complete it.
    - iii. Nothing in this column: the user has not been sent the training.

*If you have any questions about Abuse Prevention Systems or the Sexual Abuse Awareness Training, please reach out to the person who sent you this training or contact Human Resources & Compliance at [humanres@messiah.edu](mailto:humanres@messiah.edu).*

**Website:** [https://safetysystem.abusepreventionsystems.com/auth/sign\\_in](https://safetysystem.abusepreventionsystems.com/auth/sign_in)