

Safeguarding Essentials User Guide

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Contents

Part 1: Register or Login	3
Entering your Registration Token	4
Entering your Role Type	4
Terms of Use	5
Validating your email address	5
Enrolment Confirmation Email	6
Part 2: Navigating your homepage	6
The Dashboard Page	6
Overview.....	7
Calendar.....	7
Part 3: Accessing and completing your training.....	8
Training.....	9
Enrolments	9
Catalogue	12

Incomplete and completed training	13
How to log out of the portal	13
Part 4: Exiting your training prior to completion.....	14
Part 5: What is a learning pathway?	16
Part 6: Certificates and profile page.....	17
Account.....	18
History.....	19
Certificates	19
Part 7: FAQs.....	21
I'm still enrolled in the previous platform and am partway through my training. What should I do?	21
I've done the current Safeguarding Essentials module and I'm not due for renewal, what happens to my certification now?	21
Is this a new module that I need to complete?	21
What about the Code of Conduct, can I still sign it online?.....	21
How do I register and access the training?	21
Will I be reminded when I need to renew my training on the Tribal Habits platform?	22
Can our parish obtain a report of who has completed the training on the previous platform?	22

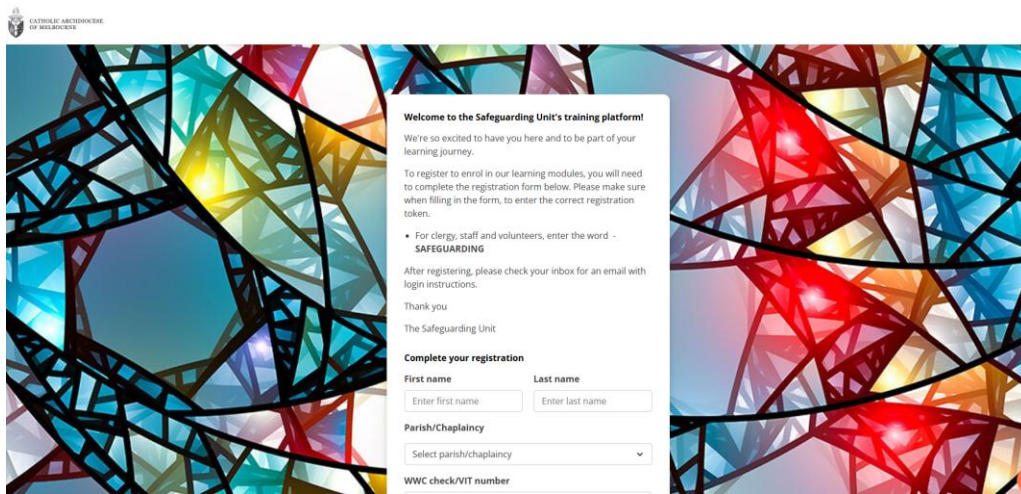
Part 1: Register or Login

You would have already received the link below to register for this training platform.

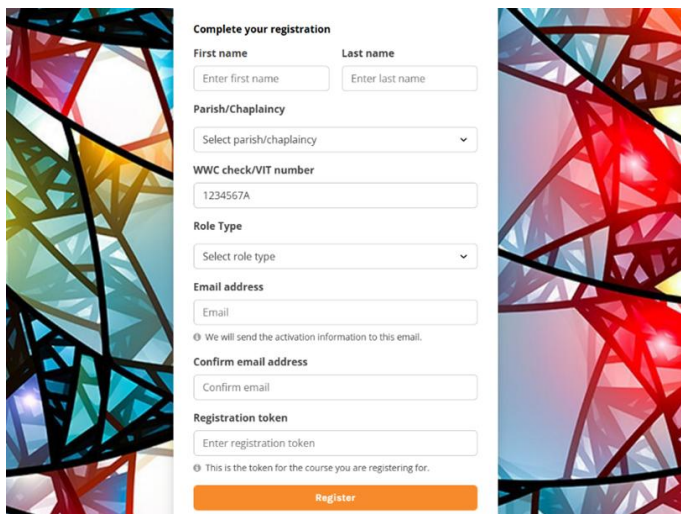
<https://cam-parish.tribalhabits.com/accounts/register>

If you've already created an account, you can login via this link.

https://cam-parish.tribalhabits.com/accounts/sign_in



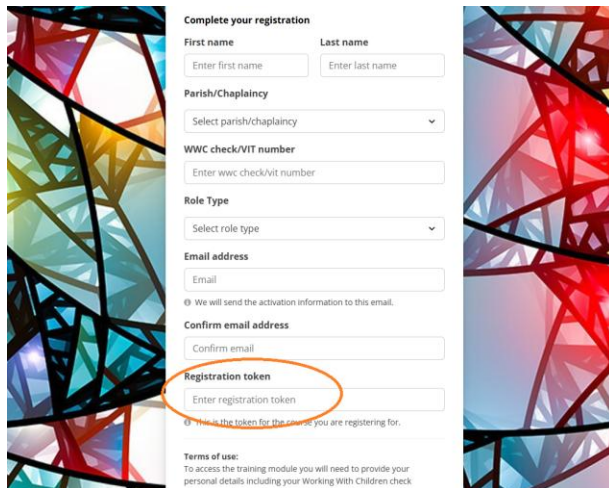
To register to enrol in our learning modules, you will need to complete the registration form below.



Entering your Registration Token

Please make sure when filling in the form, to enter the correct registration token.

- For clergy, staff and volunteers, enter the word - **SAFEGUARDING**



The image shows a registration form titled "Complete your registration". The form includes fields for "First name", "Last name", "Parish/Chaplaincy", "WWC check/VIT number", "Role Type", "Email address", "Confirm email address", and "Registration token". The "Registration token" field is circled in orange. Below the form, there is a "Terms of use" section.

Complete your registration

First name Enter first name **Last name** Enter last name

Parish/Chaplaincy
 Select parish/chaplaincy

WWC check/VIT number
 Enter wwc check/vit number

Role Type
 Select role type

Email address
 Email
ⓘ We will send the activation information to this email.

Confirm email address
 Confirm email

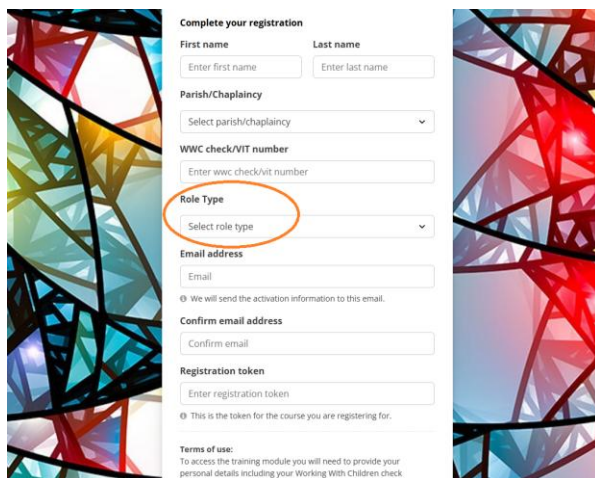
Registration token
 Enter registration token
ⓘ This is the token for the course you are registering for.

Terms of use:
To access the training module you will need to provide your personal details including your Working With Children check

Entering your Role Type

This will determine what training you'll need to complete and how often you'll need to complete trainings relevant to your role. Choose one of the following:

- Clergy
- Staff
- Volunteers in leadership or a role with children/youth
- Volunteers not in leadership or a role with children/youth



The image shows the same registration form as above, but with the "Role Type" dropdown menu highlighted in orange. The form fields are the same as in the previous image.

Complete your registration

First name Enter first name **Last name** Enter last name

Parish/Chaplaincy
 Select parish/chaplaincy

WWC check/VIT number
 Enter wwc check/vit number

Role Type
 Select role type

Email address
 Email
ⓘ We will send the activation information to this email.

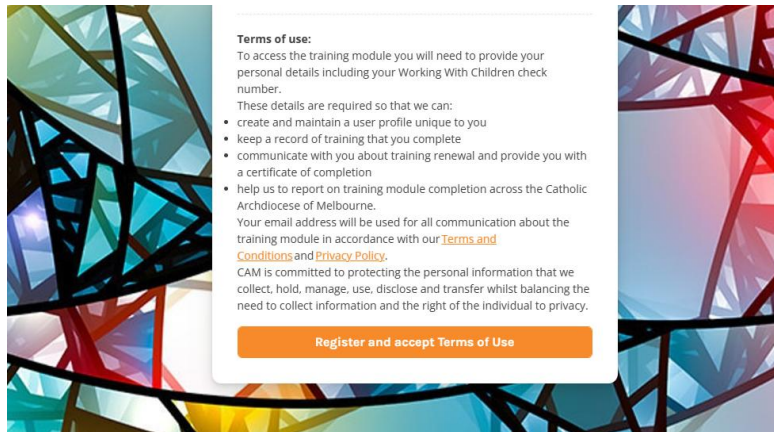
Confirm email address
 Confirm email

Registration token
 Enter registration token
ⓘ This is the token for the course you are registering for.

Terms of use:
To access the training module you will need to provide your personal details including your Working With Children check

Terms of Use

Review and accept the Terms of Use



Terms of use:
To access the training module you will need to provide your personal details including your Working With Children check number.

These details are required so that we can:

- create and maintain a user profile unique to you
- keep a record of training that you complete
- communicate with you about training renewal and provide you with a certificate of completion
- help us to report on training module completion across the Catholic Archdiocese of Melbourne.

Your email address will be used for all communication about the training module in accordance with our [Terms and Conditions](#) and [Privacy Policy](#).

CAM is committed to protecting the personal information that we collect, hold, manage, use, disclose and transfer whilst balancing the need to collect information and the right of the individual to privacy.

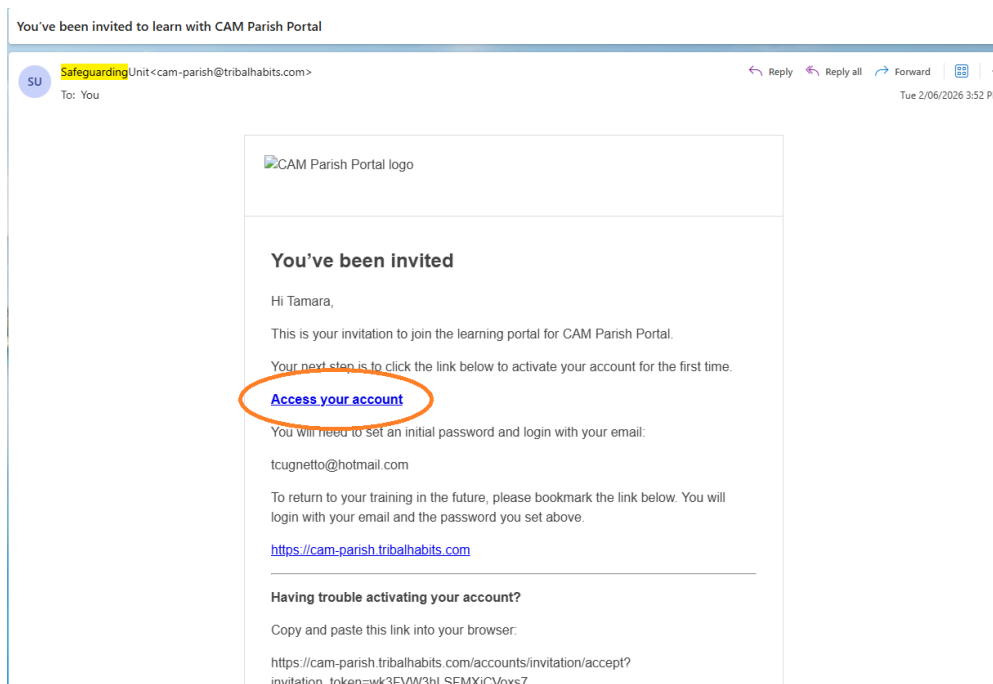
[Register and accept Terms of Use](#)

Validating your email address

Once registered, you will receive an email to confirm your email address is valid.

Click on **Access your account** to then set your password. Check your spam folder if its not in your inbox.

Then **create a password**



You've been invited to learn with CAM Parish Portal

SU Safeguarding Unit <cam-parish@tribalhabits.com>
To: You

Reply Reply all Forward

Tue 2/06/2026 3:52 PM

CAM Parish Portal logo

You've been invited

Hi Tamara,

This is your invitation to join the learning portal for CAM Parish Portal.

Your next step is to click the link below to activate your account for the first time.

[Access your account](#)

You will need to set an initial password and login with your email:
tcugnetto@hotmail.com

To return to your training in the future, please bookmark the link below. You will login with your email and the password you set above.

<https://cam-parish.tribalhabits.com>

Having trouble activating your account?

Copy and paste this link into your browser:

https://cam-parish.tribalhabits.com/accounts/invitation/accept?invitation_token=wk3FWW3hLSFMXICVoxs7

Enrolment Confirmation Email

Once you've validated your email and set your password, you will receive an email confirming your enrolment and a link to access your assigned pathway trainings, based on the Role Type selected.

Fw: New enrolment - 'Volunteers (leadership/youth-facing) Pathway'



If there are problems with how this message is displayed, click here to view it in a web browser.

Start your reply all with: [Thank you](#) [Yes, I do](#) [Get it, thank!](#) [Feedback](#)

From: Safeguarding Unit <cam-parish@trishabits.com>
Sent: Tuesday, 02 June 2026 16:15:48

To: [Redacted]
Subject: New enrolment - 'Volunteers (leadership/youth-facing) Pathway'

New pathway enrolment

Hi [Redacted]

You have just been enrolled in a new pathway — **Volunteers (leadership/youth-facing) Pathway** — in the learning portal for CAM Parish Portal.

When you are ready, please login and explore this pathway as soon as possible.

[Explore the pathway](#)

Keep in mind that the due date is no later than July 02, 2026.

Part 2: Navigating your homepage

The Dashboard Page

When you first log in, you'll land on the **Dashboard** page of your learner homepage.

The dashboard page features a navigation bar with 'Dashboard', 'Training', and 'Profile' tabs, and a 'Home' link. The main content area is titled 'Dashboard' and includes a welcome message. Below this, there are several sections: 'Training' with a 'View all' link, 'Certifications' with 'View all' link, 'Progress', and 'Agenda (Australia/Melbourne)'. The 'Training' section shows 0 overdue, 1 due soon, 0 completed, and 2 incomplete. The 'Certifications' section shows 0 expired recently and 0 expiring soon. The 'Progress' section shows 0% completion. The 'Agenda' section shows no events for today.

To navigate to a different page of your homepage, click the name of the page you want to see at the top of the screen.

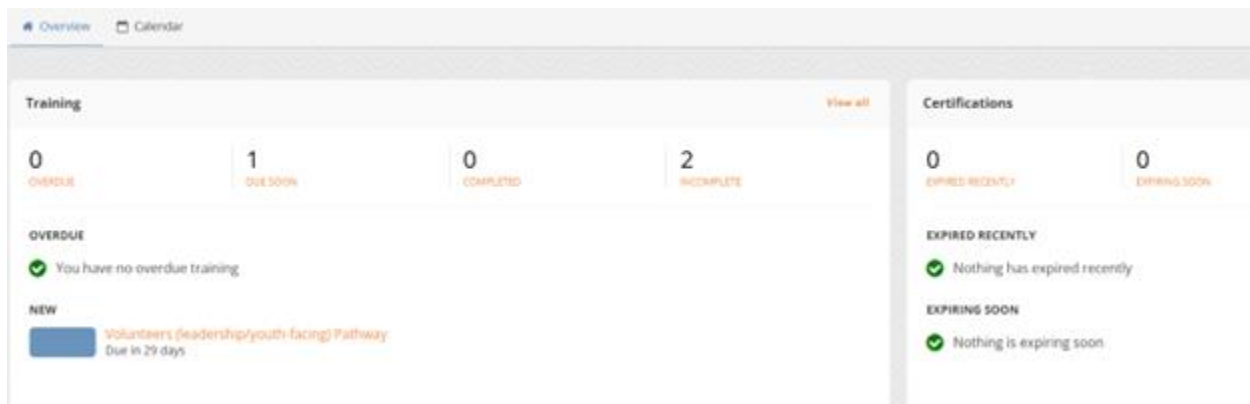
Each page of your homepage is outlined in further detail in the sections below.

Your Dashboard consists of two tabs:

Overview

The overview gives you a summarised view of your enrolment-related activities. Some key areas include:

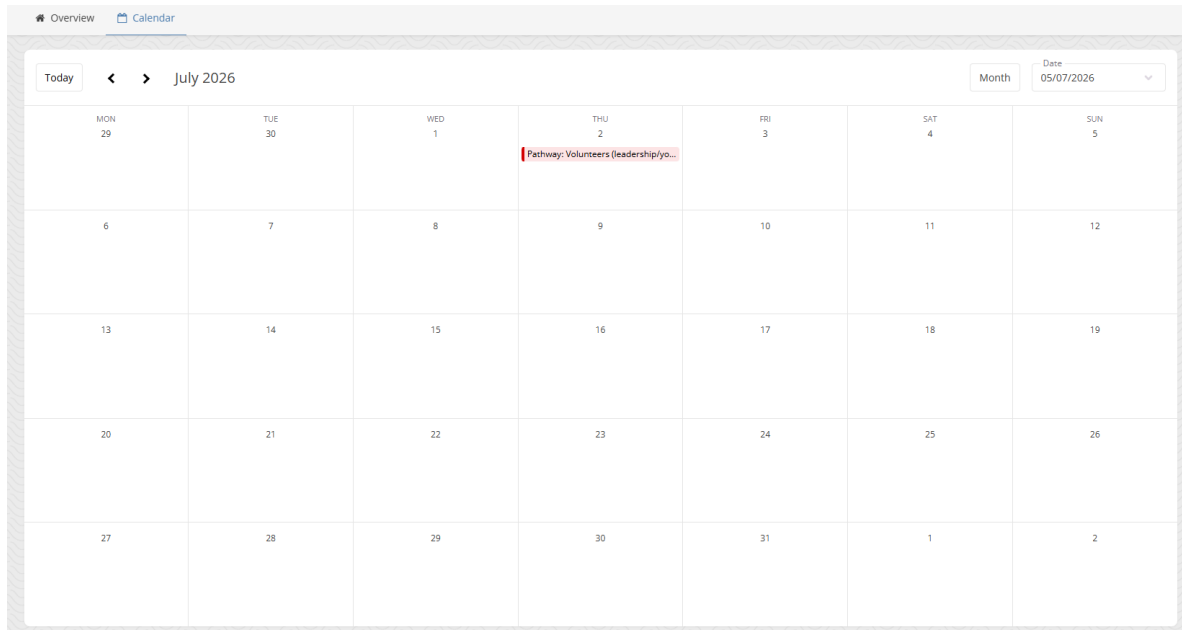
- Training (enrolments) - a quick summary of your training status against enrolments.
- Certifications - a numerical snapshot of your expired or expiring certifications.
- Progress - a visual snapshot of your progress across enrolled topics and pathways.



Calendar

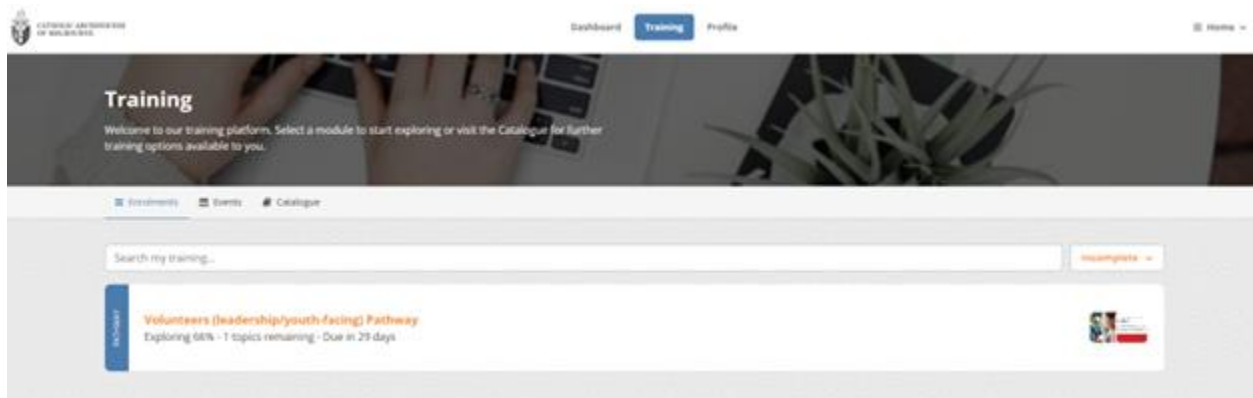
The calendar displays a full calendar of your training-related activities. By default, it shows the current month, but you can browse other months using the arrows at the top and change the view to 'Week', 'Month' or a specific date. The calendar displays:

- Enrolment due dates (in red)
- Certification expiry dates (in green)
- Registered event sessions (in blue)



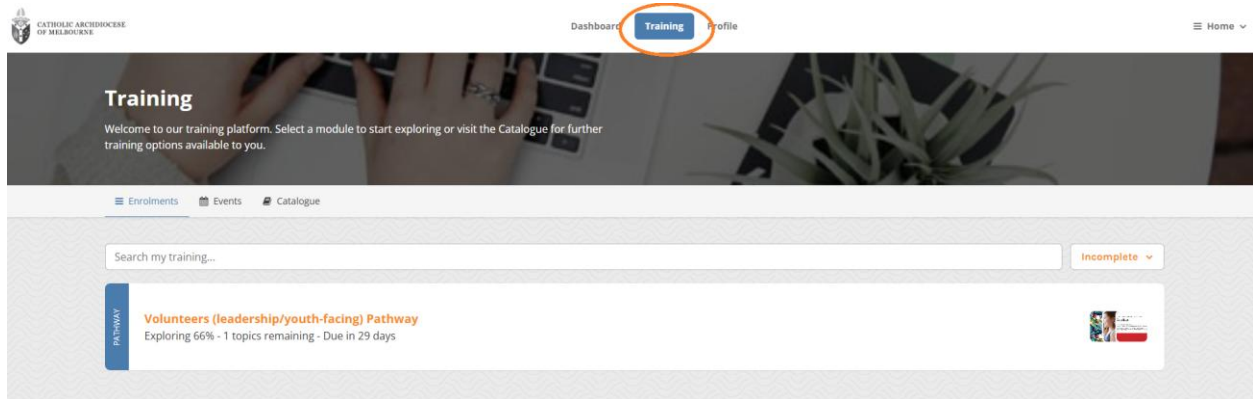
Part 3: Accessing and completing your training

Go to the **Training** page of your dashboard and take a look at how to start and complete the topics you're enrolled in.



Training

Go to **Training**



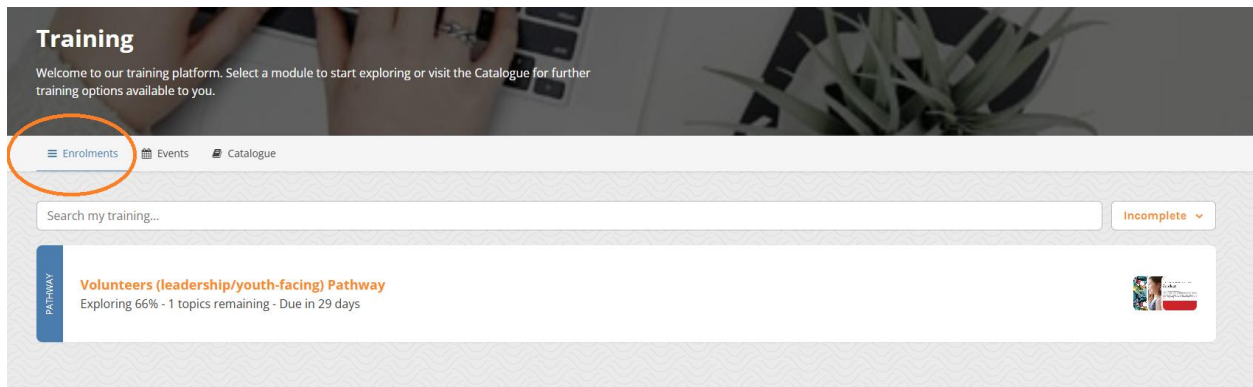
The Training page includes three dynamic sections:

- Enrolments
- Events
- Catalogue

Let's focus on **Enrolments** first, as this is where you will complete your trainings.

Enrolments

Go to **Enrolments**



Click on your training pathway

The screenshot shows the top navigation bar with 'CATHOLIC ARCHDIOCESE OF MELBOURNE' on the left, 'Dashboard', 'Training', and 'Profile' in the center, and 'Home' on the right. Below the navigation is a 'Training' header with a welcome message. A search bar is present with the text 'Search my training...'. Below the search bar, a card for the 'Volunteers (leadership/youth-facing) Pathway' is highlighted with an orange circle. The card shows 'Exploring 66% - 1 topics remaining - Due in 21 days' and a small thumbnail image.

First, click on the title of the training you wish to explore. This will cause the Overview for that training to slide out from the right. The Overview summarises the training, including key content, time to complete, due dates and more.

The screenshot shows the detailed overview for the 'Volunteers (leadership/youth-facing) Pathway'. The header is the same as the previous screenshot. Below the search bar, the pathway card is expanded. It shows 'Exploring 66% - 1 topics remaining - Due in 21 days'. Under 'MANDATORY KNOWLEDGE', it lists 'Level 1 - Safeguarding Essentials Training' (Completed 2 Jun 2026, Certificate) and 'Level 2 - Safeguarding Essentials Training' (Unlocks on 01 Dec 2026). Under 'OPTIONAL KNOWLEDGE', it lists 'Safeguarding Children and Young People Code of Conduct' (Completed 2 Jun 2026, Certificate). A vertical 'PATHWAY' label is on the left side of the overview panel.

When you are ready, click on the **Explore** button to open that training.

The screenshot shows a training platform interface. On the left, there's a sidebar with 'Enrolments', 'Events', and 'Catalogue'. The main area displays the 'Volunteers (leadership/youth-facing) Pathway' with a progress indicator (66% complete, 1 topic remaining due in 29 days). Under 'MANDATORY KNOWLEDGE', 'Level 1 - Safeguarding Essentials Training' is listed as completed on 2 Jun 2026 with a certificate. Below it, 'Level 2 - Safeguarding Essentials Training' is listed as unlocked on 01 Dec 2026. Under 'OPTIONAL KNOWLEDGE', 'Safeguarding Children and Young People Code of Conduct' is listed as completed on 2 Jun 2026 with a certificate. On the right, a detailed view of 'Level 1 - Safeguarding Essentials Training' is shown, including an overview, duration (61 minutes), and sections for 'What is this topic about?', 'Why is this topic important?', and 'Who is this topic for?'. An orange 'Explore' button is at the bottom right.

Click **Launch Module**

A teal banner with the text: 'Level 1 - Safeguarding Essentials Training' and 'Level 1 Safeguarding Essentials training provides foundational information for all Church personnel and is mandatory to complete.'

To begin, click the 'click to launch module button' below. You will be redirected to our training.

“ After you complete the training you will receive an email certificate, please provide this to your relevant manager or parish office.

** If you are revisiting the module prior to your training expiration date click 'revisit module'. You will not get a new certificate but it is always nice to check your knowledge.

The screenshot shows a status bar for an 'EXTERNAL MODULE'. It contains two buttons: 'Refresh status' and 'Launch module'. The 'Launch module' button is circled in orange. Below the buttons, it says 'You must complete this course to proceed'.

Once you've started the topic, you can engage with the various learning interactions in each section, which might include flip cards, quizzes, videos, matching activities and more. When you finish exploring each section, you can click the CONTINUE button to move to the next section.

CATHOLIC ARCHDIOCESE OF MELBOURNE

As you work through this module, keep the following key message in mind:

Safeguarding is everyone's responsibility.

A word of caution

The content of this module contains information that may cause some people to feel discomfort. If this occurs, you should seek support or counselling from a trusted professional.

Press the **Next** button to continue.

CONTINUE

Now let's explore the **Catalogue**.

Catalogue

The Catalogue tab is where other training modules and learner guides are available for self-enrolment and viewing. Click this tab to view optional training and learner guides, to enrol and view at your discretion.

CATHOLIC ARCHDIOCESE OF MELBOURNE

Dashboard Training Profile Home

Catalogue

Your catalogue contains additional knowledge available for your role. Click on any available knowledge for an overview and then click *Enrol* to begin.

Enrolments Events Catalogue

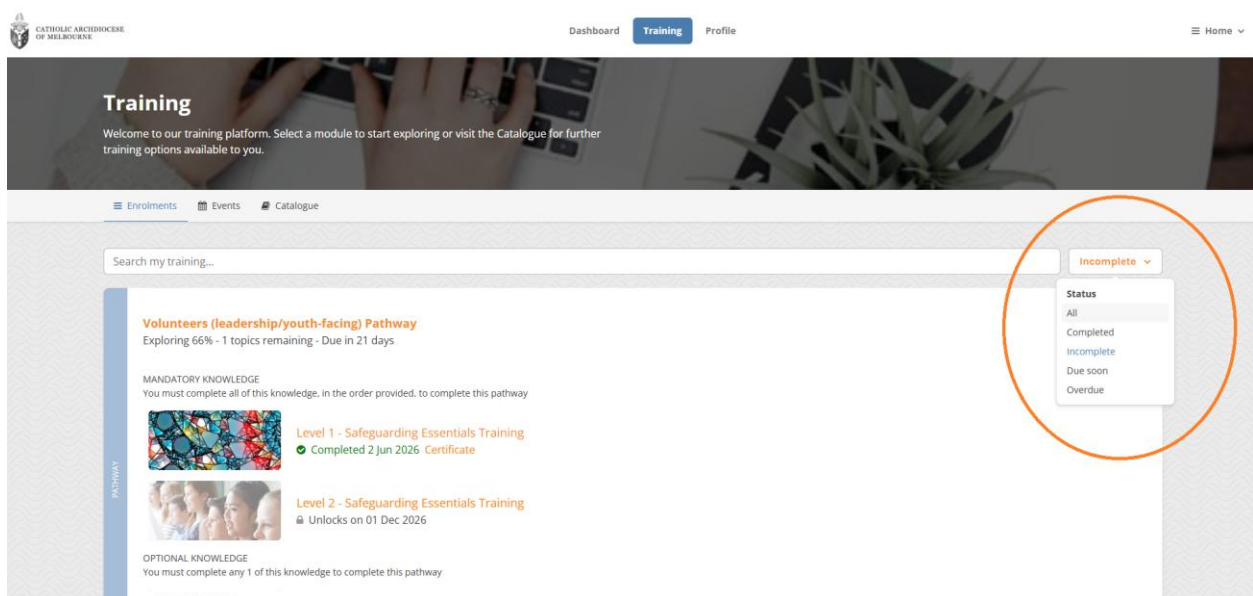
Search the catalogue... Filter

Incomplete and completed training

The 'Training' page acts like a 'to-do list' showing all incomplete topics (including training you have and haven't yet started). By default, your training is prioritised based on urgency - overdue training at the top through to training due later (or without a due date) at the end.

Once you have completed a topic, it is moved to the 'Completed' area of your Training dashboard so you can revisit it later if you need to. Use the **drop-down menu** to change from 'Incomplete' to 'Completed' to access any previously completed training.

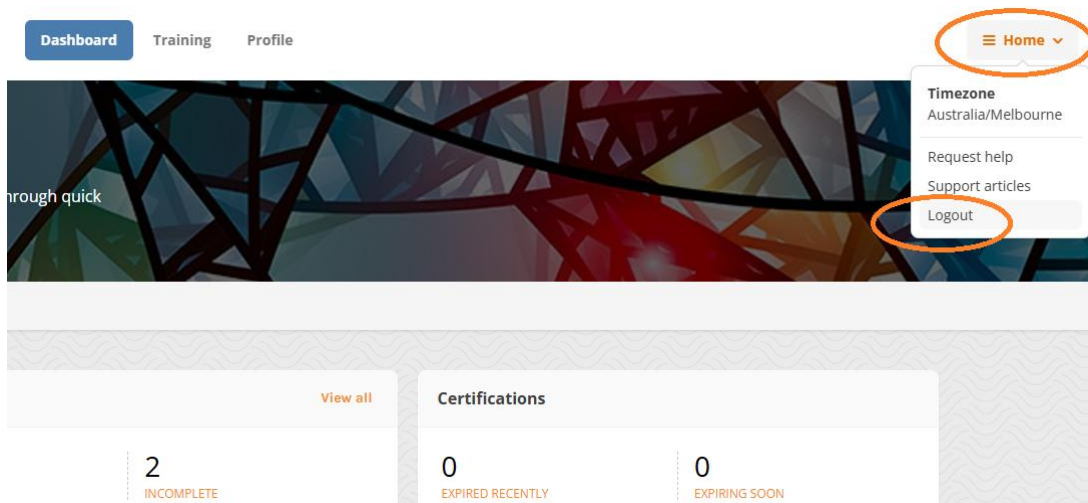
You can also use the drop-down menu to filter your training by alternative views. These include: **All, Completed, Incomplete, Due soon, and Overdue.**



The screenshot shows the 'Training' dashboard for the Catholic Archdiocese of Melbourne. At the top, there are navigation tabs for 'Dashboard', 'Training' (which is active), and 'Profile'. A 'Home' button is located in the top right corner. The main heading is 'Training', with a welcome message: 'Welcome to our training platform. Select a module to start exploring or visit the Catalogue for further training options available to you.' Below this, there are links for 'Enrolments', 'Events', and 'Catalogue'. A search bar is labeled 'Search my training...'. A dropdown menu is open, showing a list of status filters: 'Incomplete' (selected), 'All', 'Completed', 'Incomplete', 'Due soon', and 'Overdue'. The main content area displays a 'Volunteers (leadership/youth-facing) Pathway' with a progress indicator 'Exploring 66% - 1 topics remaining - Due in 21 days'. Under 'MANDATORY KNOWLEDGE', there are two training modules: 'Level 1 - Safeguarding Essentials Training' (Completed 2 Jun 2026, Certificate) and 'Level 2 - Safeguarding Essentials Training' (Unlocks on 01 Dec 2026). Under 'OPTIONAL KNOWLEDGE', it states 'You must complete any 1 of this knowledge to complete this pathway'.

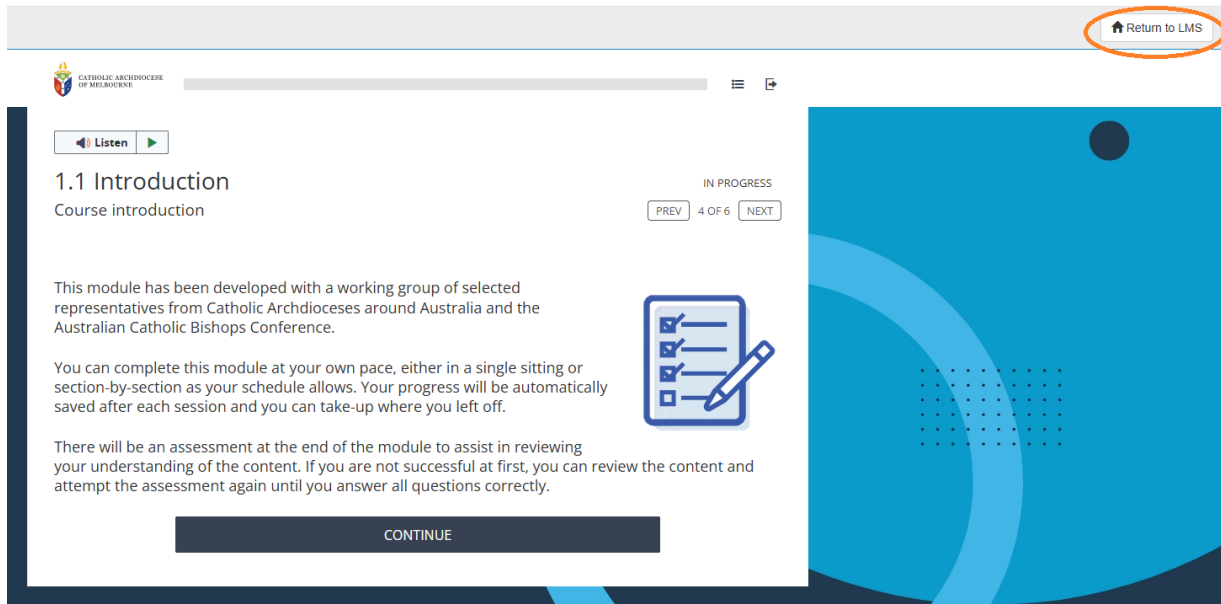
How to log out of the portal

To log out of the portal, click the **Home** tab on the top right corner of your screen. Then click **Logout**.



Part 4: Exiting your training prior to completion

If you're unable to complete your module in one sitting, click the **Return to LMS**. Your progress will be saved.



To go back into the training, click on the **Training** page, then go to **Enrolments**.

Then select the relevant training.

Click **Revisit Module**

To begin, click the '**click to launch module button**' below. You will be redirected to our training.

“ After you complete the training you will receive an email certificate, please provide this to your relevant manager or parish office.

** If you are revisiting the module prior to your training expiration date click '**revisit module**'. You will not get a new certificate but it is always nice to check your knowledge.



The screenshot shows the 'Catholic Archdiocese of Melbourne - Safeguarding Essentials' training page. At the top left is the logo of the Catholic Archdiocese of Melbourne. Below the logo is a 'Listen' button with a play icon. The main heading is 'Catholic Archdiocese of Melbourne - Safeguarding Essentials'. Below this is a yellow banner with a 'Return to Topic' button and a 'RETURN' button. The banner text reads: 'You have completed 0 of 15 topics and made some progress on topic 1.1 Introduction. We recommend that you return there and complete it.' Below the banner is a list of topics with their completion status:

Topic	Status
1.1 Introduction	IN PROGRESS
1.2 Safeguarding responsibilities	NOT STARTED
1.3 Abuse - What is abuse?	NOT STARTED
1.3 Abuse - Sexual abuse	NOT STARTED
1.3 Abuse - Physical abuse	NOT STARTED
1.3 Abuse - Psychological (emotional) abuse	NOT STARTED
1.3 Abuse - Spiritual abuse	NOT STARTED
1.3 Abuse - Family Violence	NOT STARTED
1.3 Abuse - Exploitation	NOT STARTED
1.4 Abuse risk factors	NOT STARTED
1.5 Risk management	NOT STARTED
1.5 Code of Conduct	NOT STARTED
1.5 Communicating and role boundaries	NOT STARTED
1.6 Responding to and reporting abuse	NOT STARTED
1.7 Assessment	NOT STARTED

Arriving at your destination!



When you select the 'Complete your journey' button below, you will complete this topic. Congratulations!

Your certificate for this topic can then be accessed on the front of the "Overview" module on the main navigation page of this topic. Remember that you can always return to this topic to refer to the content it contains at any time.

Well done once again. Your journey with this topic is complete!



WELL DONE. YOU HAVE COMPLETED THIS TOPIC!
Complete your journey

Part 5: What is a learning pathway?

While you can access training topics from your dashboard, you may also see another type of training called a 'pathway'. A pathway is a group of training topics you must complete as a set.

You can find this by going to your **Training** page and **Enrolments**.

The screenshot shows the training platform interface. At the top, there's a navigation bar with 'Dashboard', 'Training', and 'Profile'. Below that, a 'Training' header is visible. A search bar is present with the text 'Search my training...'. A dropdown menu shows 'Incomplete'. The main content area displays a list of training options. One option, 'Volunteers (leadership/youth-facing) Pathway', is highlighted with an orange oval. The pathway is described as 'Exploring 66% - 1 topics remaining - Due in 21 days'.

When you open a pathway, you'll see its topics. Depending on the setup, they may require completion in sequence, allow free choice of order, or be released gradually on a schedule.

Some pathways also include 'optional' topics. These can be for extra learning, or they may work like electives where you must complete a set number from a group (for example, choose 1 of 3).

See below to explore some examples of how pathways can look.

The screenshot shows a training pathway interface. At the top, there's a header with the word 'Training' and a welcome message. Below that, there are navigation tabs for 'Enrolments', 'Events', and 'Catalogue'. A search bar is present with the text 'Search my training...' and a dropdown menu labeled 'Incomplete'. The main content area is titled 'Volunteers (Leadership/Youth-Facing) Pathway' and indicates that 66% of the pathway is explored, with 1 topic remaining due in 21 days. It is divided into 'MANDATORY KNOWLEDGE' and 'OPTIONAL KNOWLEDGE'. Under mandatory knowledge, there are two items: 'Level 1 - Safeguarding Essentials Training' (Completed 2 Jun 2026, Certificate) and 'Level 2 - Safeguarding Essentials Training' (Unlocks on 01 Dec 2026). Under optional knowledge, there is one item: 'Safeguarding Children and Young People Code of Conduct' (Completed 2 Jun 2026, Certificate).

Part 6: Certificates and profile page

The Profile page of your homepage provides a full summary of your learner information, accessing your certificates and where you can view and manage all details relevant to your learning experience.

The screenshot shows a user profile page for 'Tamara'. At the top, there's a header with the Catholic Archdiocese of Melbourne logo and navigation tabs for 'Dashboard', 'Training', and 'Profile'. A 'Home' dropdown menu is also visible. The main content area is titled 'Tamara's Profile' and includes a sub-header: 'Review your account profile, training history and certificates by selecting the panels below.' Below this, there are five summary cards: '3 TOPICS', '105 MINUTES', '2 CERTIFICATES', '0 ROLES', and '0 EXTERNAL'. At the bottom, there are four expandable panels: 'History', 'Certificates', 'Account', and 'Settings'.

Across the top of the page, you can see a snapshot of your enrolment history. Important information captured includes:

- The number of topics you're enrolled in (including those you're yet to start, have started, and completed).
- The total number of minutes of training you've completed, based on the preset duration estimate of each module you've completed.
- The number of certificates you've attained.

Below this snapshot, you'll find the following tabs, each containing detailed information about your profile. Expand each row to view more.

Account

The Account section displays your profile details which include your name, username, email address, and password.

You can update your password here by clicking the 'Change' option.

Additionally, you'll find any other information captured about you within the portal. If any of your details appear incorrect, please contact our team at safeguardingunit@cam.org.au

Account	
First name	Joanna
Last name	Smith
Username	johannasmith@cam.org.au
Email	johannasmith@cam.org.au
Password	*****
Parish/Chaplaincy	Catholic Archdiocese of Melbourne
WWC check/VIT number	1234567A
Role Type	Volunteers in leadership or a role with children/youth

History

The History section provides a complete record of your enrolment history within the portal.

It includes enrolment dates, due and completion dates, progress, and certification expiration (under 'Certified', if applicable).

You can filter this page to show your history according to module type, progress status, enrolment status, certification status, and category.

Click on a module name for further information.

Tamara's Profile
Review your account profile, training history and certificates by selecting the panels below.

3 TOPICS 105 MINUTES 2 CERTIFICATES 0 ROLES 0 EXTERNAL

History Filter

Enrolled	Due	Knowledge	Categories	Completed	Certified
2 Jun 2026	-	Safeguarding Children and Young People Code of Conduct	-	2 Jun 2026	-
2 Jun 2026	-	Level 2 - Safeguarding Essentials Training	-	-	-
2 Jun 2026	2 Jul 2026	Volunteers (Leadership/Youth-facing) Pathway	-	-	-
2 Jun 2026	-	Level 1 - Safeguarding Essentials Training	-	2 Jun 2026	-

Certificates

Account

Certificates

The Certificates section displays a list of all certificates you've earned, including your enrolment date, the module name and the completion date.

Click on a module name to open the relevant certificate in a new tab.

Remember, when you complete a module you will receive an email confirming your training completion. However, if you ever need to access your certificates, they will be available to you here.

Certificates

Enrolled	Knowledge	Completed	Certified
2 Jun 2026	Safeguarding Children and Young People Code of Conduct	2 Jun 2026	-
2 Jun 2026	Level 1 - Safeguarding Essentials Training	2 Jun 2026	-



You **must** either forward this email notification or share your certificates of completion with your parish office, who will note this on their record keeping systems.

Fw: Enrolment complete - 'Level 1 - Safeguarding Essentials Training '

TC [Redacted]

Follow up. Start by Friday, 5 June 2026. Due by Friday, 5 June 2026.
If there are problems with how this message is displayed, click here to view it in a web browser.

Level 1 - Safeguarding Essentials Training_ [Redacted].pdf
433 KB

Start your reply all with: [Thank you!](#) [Completed.](#) [Great, thank you so much!](#) [Feedback](#)

From: Safeguarding Unit <cam-parish@tribalhabits.com>
Sent: Tuesday, June 2, 2026 3:57:04 PM
To: [Redacted]
Subject: Enrolment complete - 'Level 1 - Safeguarding Essentials Training '

Enrolment completed

Hi [Redacted]

Congratulations! You have completed the topic **Level 1 - Safeguarding Essentials Training** . For your records, during your time with this topic you:

- Spent 61 minutes of online activity exploring knowledge and expertise
- Completed the 1 parts in this topic on June 02, 2026

A certificate of completion is attached but you can also [log in to your training dashboard](#) to obtain your certificate again in the future.

Your exploration of this topic is now complete.

Part 7: FAQs

I'm still enrolled in the previous platform and am partway through my training. What should I do?

Please ensure that you have completed your training by 12 June, as after this date access to the previous platform will be cancelled and you will be unable to access any incomplete modules.

I've done the current Safeguarding Essentials module and I'm not due for renewal, what happens to my certification now?

If your current Safeguarding Essentials training is still up to date, you don't need to switch to the new platform yet. Just wait until your current certification expires before creating a new account with Tribal Habits.

Is this a new module that I need to complete?

No. Currently the Safeguarding Essentials module remains unchanged. It's just moved house to the Tribal Habits training platform. However, the Safeguarding Unit are redeveloping this to provide simplified and streamlined safeguarding training for Church personnel using a tiered approach to the training module. Further information will be shared as this progresses.

What about the Code of Conduct, can I still sign it online?

Yes you can. The Code of Conduct will appear in your training platform once you are registered, as a module to complete. You will receive a certificate for this upon completion which you must share with your parish for their records.

How do I register and access the training?

Access to the platform is available via the Archdiocesan [website here](#) or on the [Safeguarding Unit's Sharepoint site](#), where you will also find detailed information about this change with instructions and guidance materials on accessing and completing the training.

Will I be reminded when I need to renew my training on the Tribal Habits platform?

When your previous certification expires, the parish office will send you a notice that you need to register on the new Tribal Habits platform to complete the training. Once you have completed the training on the Tribal Habits platform, email reminders for renewal will be sent automatically through the system. You may also receive an email reminder from your parish office.

I'm part of the parish admin team. What does this mean for our parish record keeping?

- After completing their training and signing the Code of Conduct, the person will receive certificates of completion via email. These certificates of completion will also be available through their new training platform account.
- Individuals must either forward their email notification or share their certificates of completion with the parish office, who will note this on their record keeping systems.
- The Safeguarding Unit will organise for monthly reports to be sent to the parish office with a listing of people who have completed and/or registered for the training modules. The parish admin team can then enter this information into their data management system e.g. the Compliance feature in PACEM.

Can our parish obtain a report of who has completed the training on the previous platform?

Yes. The Safeguarding Unit will send out to parishes a report of who has completed the module on the previous platform so you can update your parish records.