

## EARLY LEARNING AND CHILD CARE CIRCULAR

**Date:** May 9, 2024

**CIRCULAR NUMBER:** ELCC-2024-06

**To:** All licensed child care centres, nursery schools and family/group child care homes

**Subject:** Partnership with Canadian Centre for Child Protection – Child Abuse Prevention Initiative

**Effective Date:** **May 9, 2025**

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<b>Type:</b>	<input checked="" type="checkbox"/> Policy	<input checked="" type="checkbox"/> All Facilities	<input checked="" type="checkbox"/> Action Required
	<input checked="" type="checkbox"/> Procedure	<input type="checkbox"/> Centres	<input type="checkbox"/> Information Only
	<input type="checkbox"/> Licensing	<input type="checkbox"/> Nursery Schools	
	<input type="checkbox"/> Financial	<input type="checkbox"/> Family/Group Homes	
	<input type="checkbox"/> Subsidy		

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This circular is to provide information about a new suite of child abuse prevention resources that will be provided to all licensed child care facilities in Manitoba.

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 and volunteers in our province. This mandatory training will be available at no cost to all staff and volunteers in licensed infant, preschool, nursery, school-age and home-based programs. It will also be made available to early childhood education students enrolled in recognized post-secondary programs in Manitoba to help prepare them for entering the workforce.

Effective today, child care professionals, volunteers and early childhood education students will have access to a variety of online training, digital and print resources designed to provide the necessary knowledge and tools to proactively mitigate the risk of child sexual abuse.

Early childhood educators (ECEs), child care assistants (CCAs), home-based providers, will be required to complete the Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse training and Commit to Kids Child Sexual Abuse Prevention training by **March 31, 2025 with renewal every four years.**

Child care volunteers will only be required to complete the Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse training, which is 25 minutes in length by **March 31, 2025 with renewal every four years.**

In addition to providing this new mandatory training, Canada, Manitoba and the Canadian Centre for Child Protection are also partnering to provide policy development kits and age-appropriate curriculum and materials for safeguarding children in child care facilities across Manitoba. With the implementation of this comprehensive suite of training and resources for the early learning and child care sector, Manitoba will be a leader in the country with regard to child protection in early learning and child care.

## **PROGRAM DESCRIPTION**

This program consists of online training, and three resource kits.

### **Online Training**

#### **1. Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse**

*Mandatory for child care professionals (ECEs, CCAs, home-based providers), volunteers; Available to ECE students.*

- A single course comprised of one module and one quiz.
- Duration: 25 minutes
- A record of participation will be issued upon successful completion of the final quiz when a learner achieves a score of 100%.

#### **2. Commit to Kids Child Sexual Abuse Prevention Training for those Working with Children**

*Mandatory for child care professionals (ECES, CCAs, home-based providers); Available to ECE students.*

- A single online course comprised of eight modules and a knowledge validation test.
- Duration: three hours (eight modules) that can be completed over multiple sittings.
- A certificate of completion will be issued upon completion of all modules and a successful knowledge validation test (80%).

### **Resource Kits**

A suite of resources will be made available to child care facilities to provide additional information to assist with program implementation.

The following resource kits will be distributed in print format to child care facilities during the summer of 2024 and will include:

- **Commit to Kids Program Kit** which helps facilities assess their programs, services and procedures to manage risk, establish reporting procedures for misconduct and sexual abuse concerns, and update or create policies and procedures and a code of conduct to protect children.

- **Teatree Tells: A Child Abuse Prevention Kit**, a printed child sexual abuse prevention and early identification program designed for children four to six years of age that teaches early childhood educators how to address the subject of child sexual abuse with families and children.

The kit includes lesson plans, storybook, puppet, posters, educator guide, and parent guide, as well as Teatree Tells: Put into Practice Online Training.

The resources below will be made available from the Centre for Child Protection- Virtual Training Academy, accessible following online program registration:

- **Commit to Kids Kit Supplement** for home-based providers.
- **Kids in the Know: Kindergarten to Grade Six Lessons**, a national safety education program that engages participants with interactive activities to help teach personal safety skills and reduce the risk of victimization online and offline.

Program materials include safety lessons with activity sheets, posters and electronic resources as well as an implementation guide.

## **REPORTING AND ACCOUNTABILITY**

Child care facility staff and volunteers are responsible for completing the required online training by **March 31, 2025 with renewal every four years**. Child care facilities are encouraged to incorporate this mandatory training requirement into on-boarding procedures for new staff and volunteers.

### **Child Care Centres**

Child care professionals working in a licensed centre shall provide a copy of their certificate obtained by March 31, 2025 to the centre Director to be kept in personnel files.

The Director is responsible for ensuring all staff complete the training by required date which will be reviewed by the Child Care Coordinator during the annual relicensing visit. Volunteers are only required to complete the Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse training, which is approximately one half hour.

### **Home-Based Facilities**

Each provider is responsible to retain the certificate of completion obtained by March 31, 2025 for their records.

Future updates to Child Care Online will allow the child care provider to input the training completion date in the Record of Child Care Employee (Centres) and Record of Child Care Resident (Homes), for more consistent record-keeping. Child Care Coordinators will review during the annual relicensing process.

## TRAINING REGISTRATION

To register for the Commit to Kids Foundational Information for Safeguarding Children from Sexual Abuse and Commit to Kids Child Sexual Abuse Prevention Training for those Working with Children, please refer to the **Getting Started – How to Access Your Account** tip sheet and follow the steps. Access the Getting Started tip sheet at: [http://www.edu.gov.mb.ca/elcc/acct\\_instructions\\_mccpv\\_en.pdf](http://www.edu.gov.mb.ca/elcc/acct_instructions_mccpv_en.pdf)

\* Please note this document/link is specifically reserved for Manitoba child care sector access only.

## IMPLEMENTATION RESOURCES

- For additional information, please review Canadian Centre for Child Protection – Child Abuse Prevention Initiative Frequently Asked Questions available at: [https://www.manitoba.ca/education/childcare/pubs/circulars/elcc\\_2024\\_06\\_faq.pdf](https://www.manitoba.ca/education/childcare/pubs/circulars/elcc_2024_06_faq.pdf)
- Register for one of the following webinars. An email invitation will be sent separately.
  - Thursday, May 30 2024, from 1:30 to 2:30 p.m.
  - Thursday, May 30, 2024, from 6:00 to 7:00 p.m.
- For a copy of circulars, FAQs or to view past webinar sessions, visit at: [www.manitoba.ca/education/childcare/childcare\\_news/current\\_circulars.html](http://www.manitoba.ca/education/childcare/childcare_news/current_circulars.html).
- Learn more about ELCC initiatives, and Manitoba’s action plans under the agreements with Canada at [www.manitoba.ca/education/childcare/actionplan.html](http://www.manitoba.ca/education/childcare/actionplan.html)
- For general information about the Canadian Centre for Child Protection, visit: [www.protectchildren.ca/en/ctchildren.ca](http://www.protectchildren.ca/en/ctchildren.ca)

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

Thank you for your ongoing dedication as we work towards continued improvements to better support the ELCC workforce and to advancing the quality and responsiveness of ELCC services in Manitoba.

Early Learning and Child Care Division