



## Accessing the **Child Safeguarding Workshop (CSW)** Training Modules via the Civil Service College (CSC) Online Portal

### 1. Register:

- **Individuals** → complete this [Registration Form](#).
- **Schools/Centres/Groups/Organisations (multiple participants)** → the designated representative downloads the Group Registration Spreadsheet document ([Microsoft](#) OR [Google](#)) and emails it to [EduChildProtection@gov.ky](mailto:EduChildProtection@gov.ky).

**NB: If you are included in the group registration spreadsheet by someone from your school/centre/organisation, please do not submit an individual registration form.**

### 2. Account creation:

- Your account will be created by the CSC team, please allow **3 to 5 business days** for processing.

### 3. Log into your account:

#### Civil Servants, Government School & DES Employees

- The **CSW** trainings are on the external CSC portal: <https://csconlinext.gov.ky>.
  - This is different from the internal portal (<https://csconline.gov.ky>), which is used for other CIG required training.
- Enter the **same username and password** you normally use for the internal portal on the external portal.
  - If you don't recall your credentials, or login is unsuccessful, follow the guidance on [pages 3 & 4](#).
  - **Important:** if your e-mail address ends in @<school>.edu.ky, @cayman.edu.ky, or @gov.ky, you already have an internal CSC account. Follow the guidance on [pages 3 & 4](#) to access the external portal for the **CSW** training.
  - If you are a **new recruit** who has not yet received a government email address, please use your personal email to register and follow the steps outlined for private school staff (below). Once your government email is active, kindly email [csc@gov.ky](mailto:csc@gov.ky) so your accounts can be synced.

#### Private School/Centre Employees and Other External Service Providers

- Username = the email address you entered on the registration form.
- Password = **S@fety1!** (copy & paste if needed – you will be prompted to change it).
  - If this does not work, your account may not yet have been created. Please remember the 3-5 business days processing time.
  - If you are still unable to log in after the **6<sup>th</sup> business day**, please email [EduChildProtection@gov.ky](mailto:EduChildProtection@gov.ky) to follow-up.

#### Statutory Authority and Government Companies Employees

- If you work for a SAGC (e.g. UCCI or HSA), you may already have an account on the external CSC portal.
- Please see [item #8 on page 4](#) for guidance.



#### 4. Enrolment:

NB: Once you are on the CSC external portal, you will have access to all the **CSW** courses, including the calendar for the in-person training.

#### Online Module (OM)

- The Advanced training is required for Staff Groups 1 & 2: [CSW Advanced Course Link](#)
- The Standard training is accepted for Staff Group 3: [CSW Standard](#)

→ **Unsure of your group number?** See [Page 5](#)

#### Skills Development & Practice (SD&P) Module [course link](#)

- The **SD&P** training is only required for Staff Groups 1 & 2, but Group 3 staff are also able to sign-up. (NB: it may be required by your school/centre/organisation).
- You will need to register for your preferred date. (Further details for this Module on [pages 7-10](#))

⚠ **IMPORTANT: The OM must be completed prior to signing up for an SD&P session (at least 2 weeks prior, but not more than 18 months)** ⚠

#### 5. Completing the training:

- **OM** – you must complete *all* sub-modules and pass to be marked complete.

⚠ **IMPORTANT: The type of certificate required depends on your staff group** ⚠

Staff Group	Certificate Type Required	Minimum Pass Mark	Verification Responsibility
Groups 1 & 2	Advanced Certificate	73%	School/Centre Leader or designate must verify that the required certificate is on file.
Group 3	Standard Certificate	50%	

- **SD&P** (in-person) **Module** – attend the training and submit an evaluation.

#### 6. Certificates:

On completion of each course & submission of the course evaluation, your certificate will:

- Be e-mailed to you directly.
- Remain available for download anytime from your portal dashboard.

→ For the **SD&P** module, you must be marked complete before you can access the evaluation.

#### 7. Support:

- Please submit queries/request for assistance in writing to: [EDUChildProtection@gov.ky](mailto:EDUChildProtection@gov.ky)

#### 8. Handouts:

Training handouts are available for download [here](#).

**Please note: Certificates are the responsibility of each participant. Make sure you share yours with the appropriate person in your setting.**



## Additional information for Civil Servants & SAGCs – Accessing the **Child Safeguarding Workshop (CSW)** Training Modules via the Civil Service College Online Portal

### 1. Internal CSC Portal


- All civil servants (including government school staff) are most likely already registered on the **internal Civil Service College (CSC) Online portal** (<https://csconline.gov.ky>).
- This is where you normally access mandatory government-wide training such as the Anti-Bullying, Harassment & Discrimination Training, Cyber Security Awareness, Introduction to Data Protection, etc.

### 2. External CSC Portal for CSW Training

- The **Child Safeguarding Workshop** modules are hosted on the **external CSC Online portal**.
- Once your registration is received (whether individual or group), your **external portal** account will be created by the CSC team **within 3 to 5 business days**.

### 3. What to do in the meantime

Head to the **internal portal**: <https://csconline.gov.ky>

- Log in using your Username & Password.
  - If prompted to change your password on logging in, please do so and then go to [Step 5](#).
-  ○ Do **not** use the blue SSO button. Enter your username and password directly to confirm that you know your credentials.
  - Do **not** rely on the autofill password that shows up automatically — type it in manually to confirm you know the correct one.
- If the password does not work:
  - Check your saved logins/passwords in your browser's "passwords & autofill" feature.
  - If you can't find it, click "forgot password" and follow the link that will be emailed to you.
- Once you are able to log in successfully, continue to [Step 5](#) in this guide.

### 4. System Errors (internal portal)

- If you encounter any of the following issues: "login failed", "user not found" or if you do not receive an e-mail after clicking on "forgot your password" please e-mail [csc@gov.ky](mailto:csc@gov.ky) for assistance.



## Ministry of Education & Training

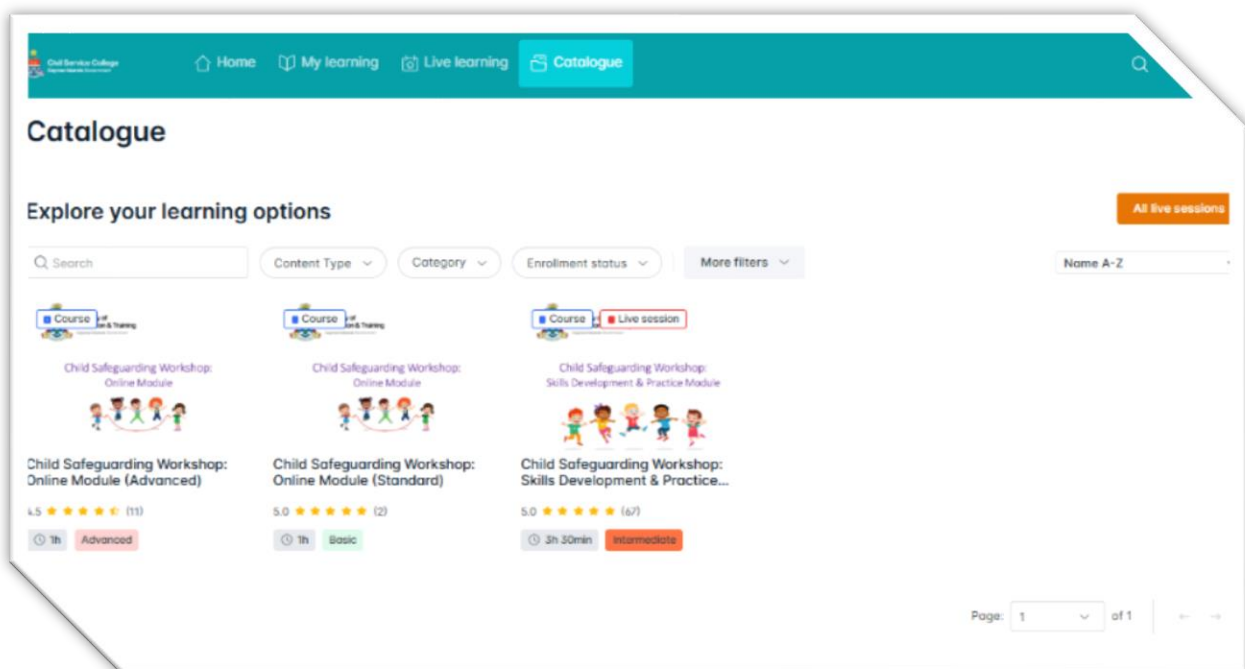
Cayman Islands Government

### 5. Access the External Portal

- If you were able to successfully log into the **internal portal** and it has been **3–5 business days** since your registration was submitted (either individually or via your school/centre/organisation group registration form):
  - Go to the **external portal**: <https://csconlinext.gov.ky>.
  - Log in using the **same username and password** as your internal portal account.
- **If you can't log in:**
  - Your account may not have been created yet, **please keep in mind the processing time**.
  - If by the **6<sup>th</sup> business day** you are still unable to log in with your internal portal credentials, please email [EduChildProtection@gov.ky](mailto:EduChildProtection@gov.ky) to confirm whether your account was created.

### 6. Accessing the Courses

- Once logged in, go to your **dashboard** → **catalogue**.
- The CSW courses should be visible there.



### 7. If You Cannot See the Courses

- This usually means you have not yet been added to the **“Special Safeguarding Group.”**
- Please send an e-mail to [EduChildProtection@gov.ky](mailto:EduChildProtection@gov.ky) requesting to be added. In your request e-mail, please include a screenshot showing the address bar and catalogue page (similar to the screenshot above).

### 8. For SAGCs (Statutory Authorities & Government Companies

- Many SAGC employees (e.g. UCCI, HSA) already have access to the **external portal**.
- These staff must also e-mail [EduChildProtection@gov.ky](mailto:EduChildProtection@gov.ky) to be added to the **“Special Safeguarding Group.”**



## Staff & Volunteer Groups – Child Contact Categories

### Group 1 – Employees with unsupervised contact with children

- All teaching, non-teaching, administrative, and other staff **employed** by the EI/DES who have (or could possibly have) unsupervised contact with children.

### Group 2 – Outsourced staff with unsupervised contact with children

- All teaching, non-teaching, administrative, and other staff **outsourced by the EI/DES** who have (or could possibly have) unsupervised contact with children.
- Includes **Level 2 interns** (Master's level or above) who work with children unsupervised.
  - Note:** Level 2 interns must complete the same screening process as employees, following Ministry of Education requirements.

### Group 3 – Limited/Supervised or no contact with children

- Other staff (employed or outsourced) with **no or minimal/supervised contact with children**, e.g., maintenance, groundskeeping, janitorial, or cafeteria staff.
- Volunteers** (by law must be supervised by staff and never left alone with children).
- Level 1 interns** (considered volunteers).

Group Number	Group Description	Training required
Group 1:	All <b>staff employed</b> by the EI/DES who have <b>unsupervised contact</b> with children.	1. Ministry Approved international training – once
Group 2:	<ul style="list-style-type: none"><li>All <b>staff outsourced by the EI/DES</b> who have unsupervised <b>contact</b> with children.</li><li>Includes <b>Level 2 interns</b> (Master's level or above) who work with children <b>unsupervised</b>.</li></ul>	2. <b>CSW: Online Module</b> (Advanced) - every 3 years 3. <b>CSW: Skills Development &amp; Practice Module</b> - every 3 years 4. Policy Review - yearly
Group 3:	<ul style="list-style-type: none"><li><b>Other staff</b> (employed or outsourced) with <b>no or minimal/supervised contact with children</b>.</li><li><b>Volunteers</b> (by law must be supervised by staff and never left alone with children).</li><li><b>Level 1 interns</b> (considered volunteers).</li></ul>	1. Ministry Approved international training – once 2. <b>CSW: Online Module</b> (Standard) - every 3 years 3. Policy Review - yearly

### Important:

- Groups 1 & 2 must submit an Advanced Certificate for the **Online Module** (73% passing grade)
- Standard Online Module Certificates** (50% passing grade) **are not accepted for Groups 1 & 2.**
- School/Centre Leaders (or designates) must ensure the correct certificate type is on file **before** anyone works with children.  
→ Failure to verify certificates could result in non-compliance with Ministry requirements.



## Steps for registering for the *Child Safeguarding Workshop: Skills Development & Practice* in-person training session

**Step 1:** Log into the external portal and enrol in the [course](#)

**Step 2:** Sign-up (register) for a session

Click **View Sessions** & **Register** to a live learning session (on your preferred date).

**Step 3 & 4:** Start the Course

**Start now** → **Next Module** – the next page will show the date you registered for.

**Step 5:** Attend the training

⚠ **You may not miss more than 15 minutes.**

**Step 6:** Mark attendance & click on **Next Module** after attending the session.

The final module (evaluation) only unlocks after you are **marked present** by a facilitator or self marked present via a QR code

**Step 7:** Complete the training evaluation.

You are not required to answer the questions, but you must submit the form to proceed

**Step 8:** Receive your certificate

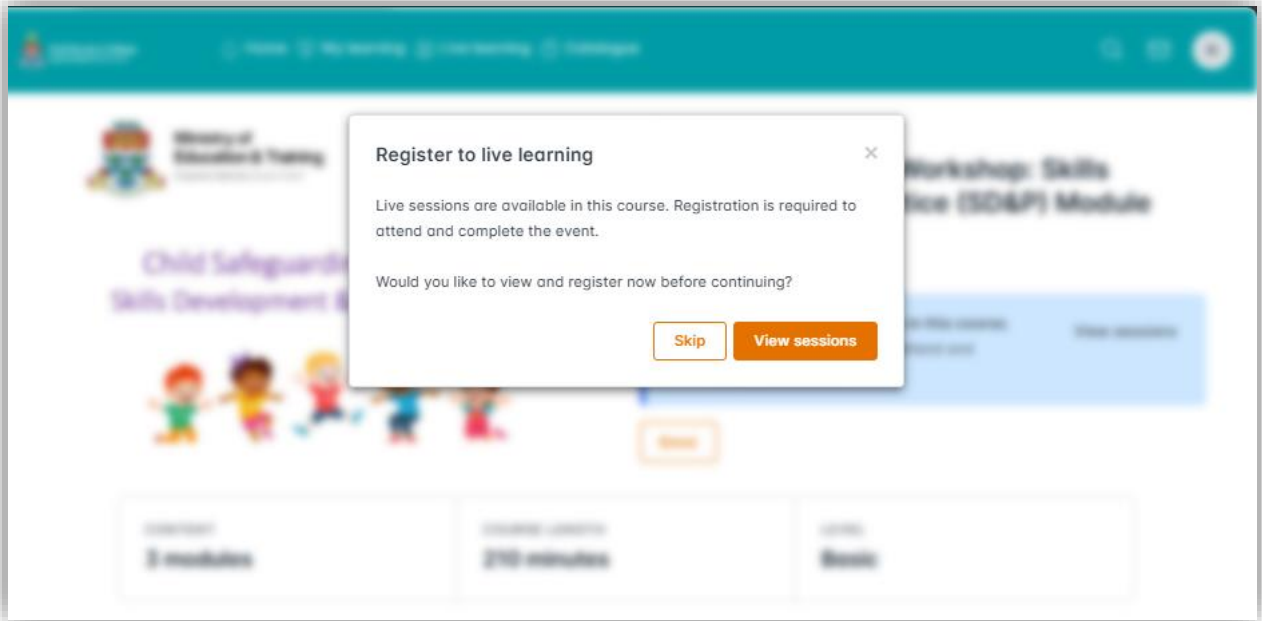
Once your attendance is confirmed and your evaluation is submitted:

- Your certificate will be **emailed to you**, and
- It will remain available anytime on your CSC dashboard.

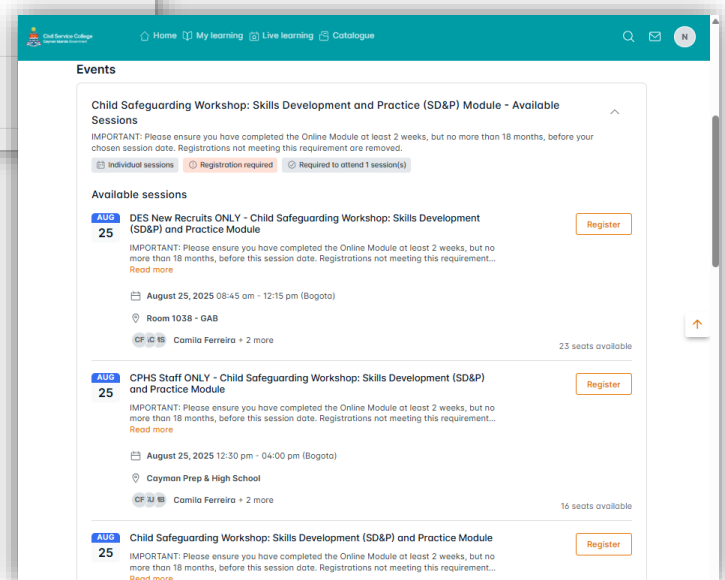
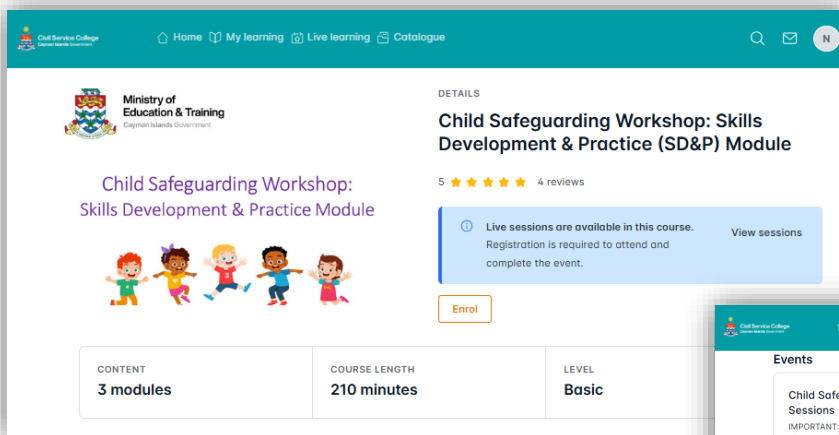
**Screenshots provided on the next pages.**



**Step 1: Log into your account and enrol in the course ([course link](#)).**



**Step 2: Click on **View Sessions** & **Register** to a live learning session (on your preferred date).**







Step 3 & 4: Click on **Start now** → **Next Module**.

Child Service College

HomeMy learningLive learningCatalogue

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Ministry of Education & Training  
Cayman Islands Government

Child Safeguarding Workshop:  
Skills Development & Practice Module

ENROLLED ON AUG 24, 2025

Child Safeguarding Workshop: Skills Development & Practice (SD&P) Module

5 ★★★★★ 4 reviews

Live sessions are available in this course. Registration is required to attend and complete the event.

View sessions

Start Now

Unenroll

Message

CONTENT

3 modules

COURSE LENGTH

210 minutes

LEVEL

Basic

Course details

Live learning

Events

Child Safeguarding Workshop: Skills Development and Practice (SD&P) Module - Available Sessions

IMPORTANT: Please ensure you have completed the Online Module at least 2 weeks, but no more than 18 months, before your chosen session date. Registrations not meeting this requirement are removed.

Individual sessions

Session Aug 25, 8:45 am

Required to attend 1 session(s)

Available sessions

AUG 25

DES New Recruits ONLY - Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module

IMPORTANT: Please ensure you have completed the Online Module at least 2 weeks, but no more than 18 months, before this session date. Registrations not meeting this requirement...  
[Read more](#)

August 25, 2025 08:45 am - 12:15 pm (Bogota)

Room 1038 - GAB

Cancel registration

Exit

Child Safeguarding Workshop: Skills Development & Practice (SD&P) Module

33%

Training Overview

Child Safeguarding Workshop: Skills...

Training Evaluation (to be completed after attending...)

Module: Training Overview

Training Overview

Topic	Time
Arrival & Sign-in	10 minutes
Child Abuse & Neglect in the Cayman Islands	5 minutes
Recognising	75 minutes
Break	15 minutes
Responding	60 minutes
Considerations for Children with SEND	20 minutes
Staff Safeguarding & Safe Environment	10 minutes
Reporting	10 minutes
Conclusion / Q&A	5 minutes

Next module

Exit

Child Safeguarding Workshop: Skills Development & Practice (SD&P) Module

33%

Training Overview

Child Safeguarding Workshop: Skills...

Training Evaluation (to be completed after attending...)

Event: Child Safeguarding Workshop: Skills Development and Practice (SD&P) Module - Available Sessions

In progress

Child Safeguarding Workshop: Skills Development and Practice (SD&P) Module - Available Sessions

View sessions

Description

IMPORTANT: Please ensure you have completed the Online Module at least 2 weeks, but no more than 18 months, before your chosen session date. Registrations not meeting this requirement are removed.

AUG 25

DES New Recruits ONLY - Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module

IMPORTANT: Please ensure you have completed the Online Module at least 2 weeks, but no more than 18 months, before this session date. Registrations not meeting this requirement...  
[Read more](#)

Aug 25, 2025 08:45 AM - 12:15 PM (Bogota)

Room 1038 - GAB

CF A IP IS Camila Ferreira + 15 more

Cancel registration

AUG 25

CPHS Staff ONLY - Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module

IMPORTANT: Please ensure you have completed the Online Module at least 2 weeks, but no more than 18 months, before this session date. Registrations not meeting this requirement...  
[Read more](#)

Aug 25, 2025 12:30 PM - 04:00 PM (Bogota)

Cayman Prep & High School

CF A IP IS Camila Ferreira + 15 more

Message instructor

Previous module

Next module





## Step 5: Attend the training.



## Step 6: After your attendance is marked (by the instructor or self-marked via a QR code), return to the course and click on **Next Module**.

← Exit

Child Safeguarding Workshop:  
Skills Development &  
Practice (SD&P) Module

33%

✓ Training Overview

○ Child Safeguarding  
Workshop: Skills...

○ Training Evaluation (to be  
completed after attending...

Event: Child Safeguarding Workshop: Skills Development and Practice (SD&P) Module - Available Sessions

In progress

Child Safeguarding Workshop: Skills  
Development and Practice (SD&P) Module -  
Available Sessions

View sessions

Description

**IMPORTANT:** Please ensure you have completed the **Online Module** at least 2 weeks, but no more than 18 months, **before** your chosen session date. Registrations not meeting this requirement are removed.

AUG  
25

DES New Recruits ONLY - Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module

**IMPORTANT:** Please ensure you have completed the **Onl...**

Read more

Aug 25, 2025 08:45 AM - 12:15 PM (Bogota)

Room 1038 - GAB

CF A IP IS Camila Ferreira + 15 more

Cancel registration

AUG  
25

CPHS Staff ONLY - Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module

**IMPORTANT:** Please ensure you have completed the **Onl...**

Read more

Aug 25, 2025 12:30 PM - 04:00 PM (Bogota)

Cayman Prep & High School

CF A IP IS Camila Ferreira + 15 more

Message instructor

Previous module

Next module

9



## Step 7: Submit the training evaluation (**Start Survey & Submit**)

*You are not required to answer all – or any – of the questions, a blank form can be submitted.*

## Step 8: Receive your completion certificate via e-mail from Civil Service College Online!

