



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.

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 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 **6th business day**, please email 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

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 for assistance.



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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 **6th business day** you are still unable to log in with your internal portal credentials, please email 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.

Course	Content Type	Category	Enrollment status	More filters	Actions
Child Safeguarding Workshop: Online Module	Course	Child & Training	Open	Search	All five sessions
Child Safeguarding Workshop: Online Module (Advanced)	Course	Child & Training	Open	Content Type	Name A-Z
Child Safeguarding Workshop: Online Module (Standard)	Course	Child & Training	Open	Category	Content Type
Child Safeguarding Workshop: Online Module (Standard)	Course	Child & Training	Open	Enrollment status	Category
Child Safeguarding Workshop: Skills Development & Practice...	Course	Child & Training	Open	More filters	Enrollment status
Child Safeguarding Workshop: Skills Development & Practice...	Course	Child & Training	Open		More filters

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

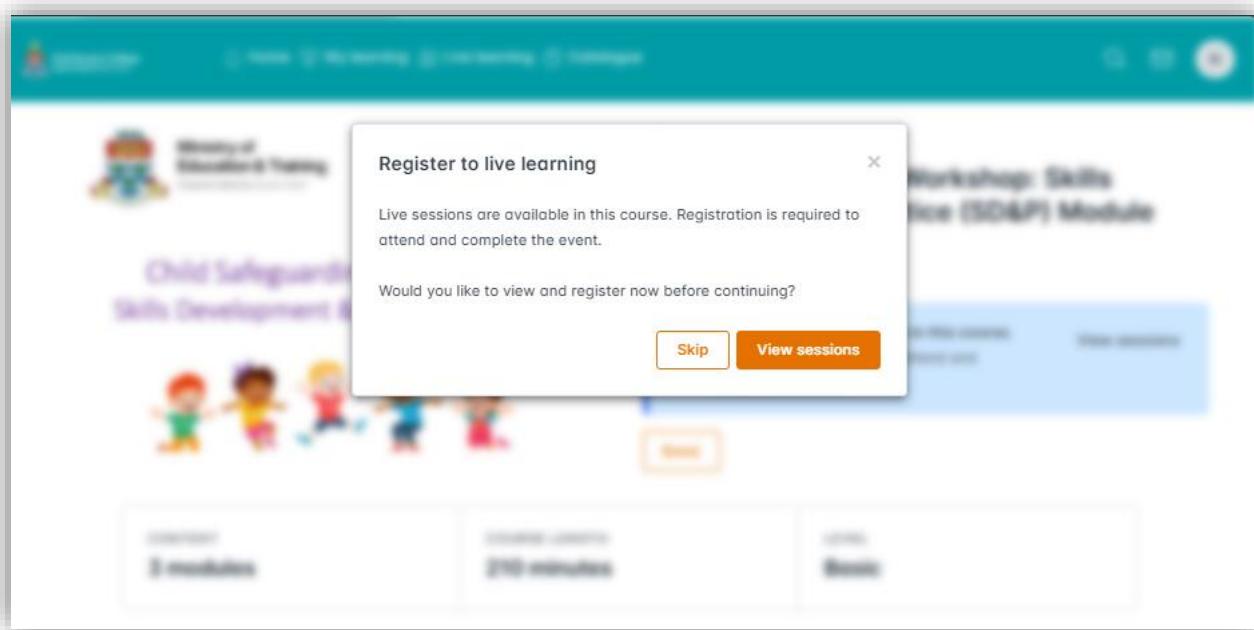
Once your attendance is confirmed and your evaluation is submitted:

- 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).**

Course Details:

- Child Safeguarding Workshop: Skills Development & Practice (SD&P) Module**
- CONTENT**: 3 modules
- COURSE LENGTH**: 210 minutes
- LEVEL**: Basic

View sessions

Events

Date	Event Details	Registration Status
AUG 25	DES New Recruits ONLY - Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module	25 seats available
AUG 25	CPHS Staff ONLY - Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module	25 seats available
AUG 25	Child Safeguarding Workshop: Skills Development (SD&P) and Practice Module	16 seats available



Step 3 & 4: Click on Start now → 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**.

The screenshot shows a software interface for managing training sessions. On the left, a sidebar displays the course structure:

- Training Overview (selected, indicated by a blue dot)
- Child Safeguarding Workshop: Skills...
- Training Evaluation (to be completed after attending...)

The main content area shows the following session details:

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

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** your chosen session date. Registrations not meeting this requirement are removed.

[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** your chosen session date. Registrations not meeting this requirement are removed.

[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 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.

2 of 2 questions

Any other feedback?

Provide your feedback here

Previous Submit

Training Evaluation (to be completed after attending the session)

2 MANDATORY SURVEY

Yes

No

Start survey

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

