How to access e-learning safeguarding courses

Please refer to 'Which safeguarding modules do I require for my role?' to establish which courses you need to undertake.

If you need to undertake **Parish Safeguarding Representative Induction**, please go to Safeguarding Training, read more about the course and use the online booking form to book.

If you need to undertake **Basic Awareness, Foundation, Safer Recruitment** or **Domestic Abuse**, or **Leadership Pathway Training**, these are available online and you can use the following directions to access them.

1. Go to the Church of England Safeguarding Training Portal
2. Click on the button 'Create New Account'. Read the Privacy Policy and click the button at the bottom to continue onto the main site
3. Fill out the form on the next page with your details. Please see image below for an example. Fill out the church specific boxes as follows: Training Institution: Not part of a Training Institution. Diocese: Exeter. My Church's Town/City and Name: Exeter

New account

▼ Collaps

▼ Choose your username and password.
Please note that you are NOT permitted to use uppercase letters in your username

| Username | ❗ | testtest2021 |
| Password | ❗ | .... |

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

▼ More details

Email address	❗	test21@testing.co.uk
Email (again)	❗	test21@testing.co.uk
First name	❗	Test
Surname	❗	Testing
City/town		Exeter
Country		United Kingdom ⬍

▼ Note. Safeguarding officers from your diocese and/or your training institution will be able to see data about your activities on this site. If you are not part of a diocese or currently with a training institution then choose that option in each list.

Training Institution	❗	Not part of a Training Institution ⬍
Diocese	❗	Exeter ⬍
My Church's Town/City and Name (eg Leeds: St Peters)		Exeter: Exeter Cathedral
Church Role		Volunteer

[Create my new account] [Cancel]

4. Once you have completed the form, click 'Create my new account'. Within 10 minutes, you will receive a link in your email inbox from 'Church of England Safeguarding Team' – if it doesn't come through within 10 minutes, check your spam folder.

An email should have been sent to your ad[_____]ail.com

It contains easy instructions to complete your registration.

It should arrive within 10 minutes, if not then please check your "Junk Email" folder, (or "Updates" and "Spam" folders if you use Gmail)

If you continue to have difficulty, contact the site administrator.

5. Click on the link in the email to confirm your account. From this webpage, click 'Continue', you will then be taken to the main page of the Safeguarding website.

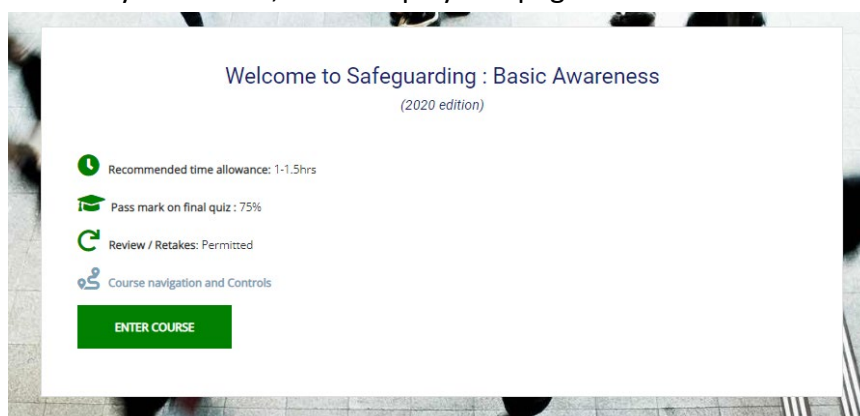### Thanks, Test Testing
Your registration has been confirmed

Continue

6. From the main page, select 'Online Courses'.

Online Courses

Enrol or continue learning through our online training programmes.

7. Now you need to select the level of course appropriate for your position. They are as follows:
- Basic Awareness (C0)
- Foundations (C1)
- Safer Recruitment
- Domestic Abuse

Once you have clicked into your course, it will display this page – click enter course to start.

Welcome to Safeguarding : Basic Awareness
(2020 edition)

Recommended time allowance: 1-1.5hrs

Pass mark on final quiz : 75%

Review / Retakes: Permitted

Course navigation and Controls

ENTER COURSE

Each course is self-explanatory from here. Most courses take roughly an hour to complete but if you need a break, you can simply leave the tab open and come back to it. If you exit the course halfway through you can log back in and come back to it at the same place later.

Once you have completed the training a copy of your certificate will be emailed to you. You can also log back in again at any time and obtain a copy. In either case, please keep a copy of the certificate for your records. It is important that you show this certificate to your Parish Safeguarding Rep so they can record the date of your training.

The National Safeguarding Training Portal is managed by the National Safeguarding Team. If you experience any problems logging into the portal, please contact them at:
elearning@mail.safeguardingtraining.cofeportal.org