

The Leadership Pathway is the required training for:

- **Licensed Clergy and Curates**
- **Licensed Lay Ministers and Readers**
- **Ordinands (during IME1)**
- **Parish Safeguarding Representatives**
- **PTO Clergy (PTO clergy are also able to attend PTO Safeguarding training if preferred)**

Online delivery

This is delivered by Diocesan Safeguarding Trainers from the South West region and in conjunction with Truro Diocese. You are able to undertake a course with either Diocese. The course takes place via Zoom over two **1.5 hour** sessions which take place exactly **two weeks apart**. Participants will need access to a computer, tablet or smart phone with internet access and a camera and microphone. **The course includes pre, mid and post-course work which must be submitted via the National Safeguarding Training portal. Attendance at both sessions and completion of all course work is required. If a session is missed, then participants will need to re-book onto another course.**

In Person delivery

This is delivered by Exeter Diocese Safeguarding Team members. These are held in venues across Devon and take place from **10:30 – 14:30** over the course of **one** day. **The course includes pre and post-course work. Participants will need to bring their own lunch.**

To book a place on either an online or in person Leadership Pathway safeguarding course please use the following instructions:

Step 1 - Booking onto a course:

1. Please use this [link](#) to access the Portal.
2. If you have already completed safeguarding training via the Portal, please log in. If you have not yet registered on the Portal, you will need to create an account. Please follow the instructions on the Portal or refer to this [guide](#).
3. Once you have created an account or logged in, scroll down, and click on 'Online Courses'.
4. Click on 'Leadership' and then select 'Exeter and Truro Diocese'.
5. Following the enrolment instructions on the screen, select your desired mode of attendance (online or in person), whether you would prefer an Exeter Diocese delivered course and, the date you wish to attend. Ensure that you have read all of the information carefully and then click 'Submit Application'.
6. Once your request has been received we will confirm your enrolment on the course via email. **Please note this may go into your Junk or Spam folder so you will need to mark emails from the Portal as safe to receive or continue to check your Junk or Spam folders for correspondence.**

Step 2 - ONLINE & IN PERSON COURSES: Pre-course work: Building Healthy Cultures

1. This must be submitted via the Portal **at least 4 working days** prior to either the first session if completing online or the date of the training day if completing in person. The pre-course work should take around **1.5 hours** to complete and your answers should demonstrate that you have engaged with the questions and subject in a meaningful way.
2. Log back into the Portal and re-enter the Leadership course as detailed in Step 1. Click 'Course Calendar' if you wish to remind yourself of the date, time and details of your course.
3. To start your pre-coursework, click 'Course Overview' and read the information provided.
4. At the bottom right of the page click 'Next Activity - Session 1: Building Health Cultures.
5. Read the information provided and then click 'Answer the Questions'. ** To re-enter the questionnaire if you have already started having previously opted to 'Save progress and exit', you will need to click 'Resume'. To review your previous answers, click 'previous page' to move back through the questionnaire.*
6. Answer the questions and click 'Next Page' to continue with the questionnaire.
7. Once you have completed the questionnaire click 'Submit now'.
8. **ONLINE ATTENDANCE** – move to Steps 3 – 6.
9. **IN PERSON ATTENDANCE** - having attended your training day, move to Step 6.

There is a text alternative to the Social Graces video if required. To obtain a copy, please send an email to safeguardingtraining@exeter.anglican.org.

Step 3 - ONLINE COURSES ONLY: Session 1: Building Healthy Cultures

1. Log back into the Portal on the date and time of your first session and re-enter the Leadership course using the directions on Page 1.
2. To join the first session, click on 'Course Calendar'. You will find the Zoom link, along with the Meeting ID and Passcode. **Please note: the Zoom link for online courses is not sent separately and is only accessed via the portal. The link becomes available once pre-coursework has been submitted.**

Step 4 - ONLINE COURSES ONLY: Mid-course work: Responding Effectively

1. Follow the process for Step 2, selecting Session 2: Responding Effectively.

Step 5 - ONLINE COURSES ONLY: Session 2: Responding Effectively

1. Follow the process for Step 3, selecting Session 2 Zoom link.

Step 6 - ONLINE & IN PERSON COURSES: Post-course work

1. A post course reflection must be submitted within six weeks of the second session in order to gain certification and completion. Post-course work consists of a self -reflection and an Action Plan, completed via the Portal. Both should demonstrate how the learning from the course will be applied and integrated into your safeguarding practices. **If not completed with submission of post-course work, participants will be required to re-book onto a future course and complete both sessions again.**
2. Re-enter the Leadership Pathway Course using the directions in Step 1.
3. Under 'Evaluate your Learning', click on 'Evaluation Task - Guidance', and then click 'Next Activity: Submit my evaluation task'.
4. Once you have completed your evaluation click ' Evaluation Task - Submit your Responses'. If you wish to include your Action Plan within your evaluation you can or you can download the template provided and then upload it again once completed.
5. Once submitted, the course facilitators will review your post-course work within two weeks of submission. You will then receive an email via the Portal to say that your certificate is available in your profile on your Portal account.