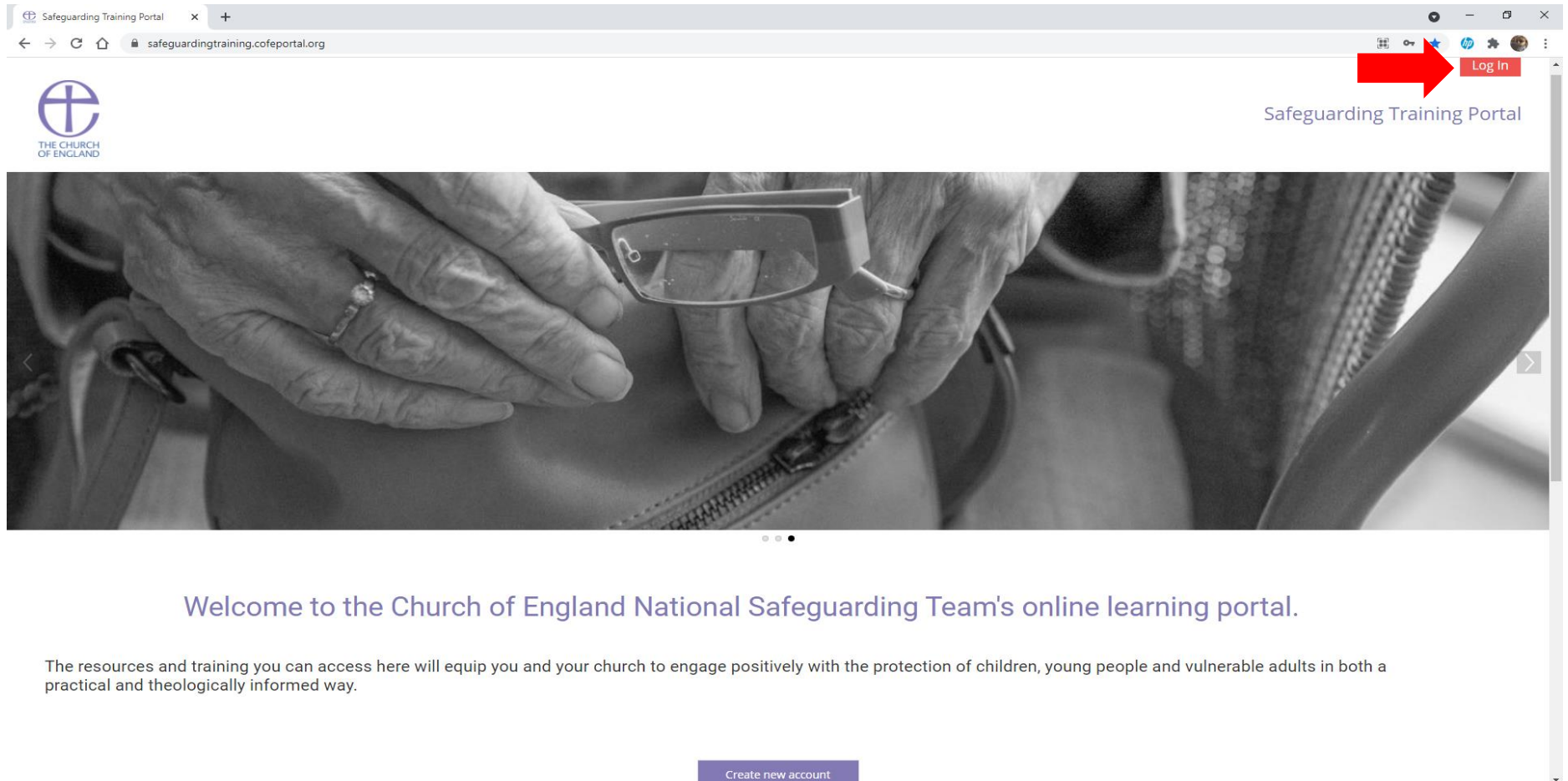
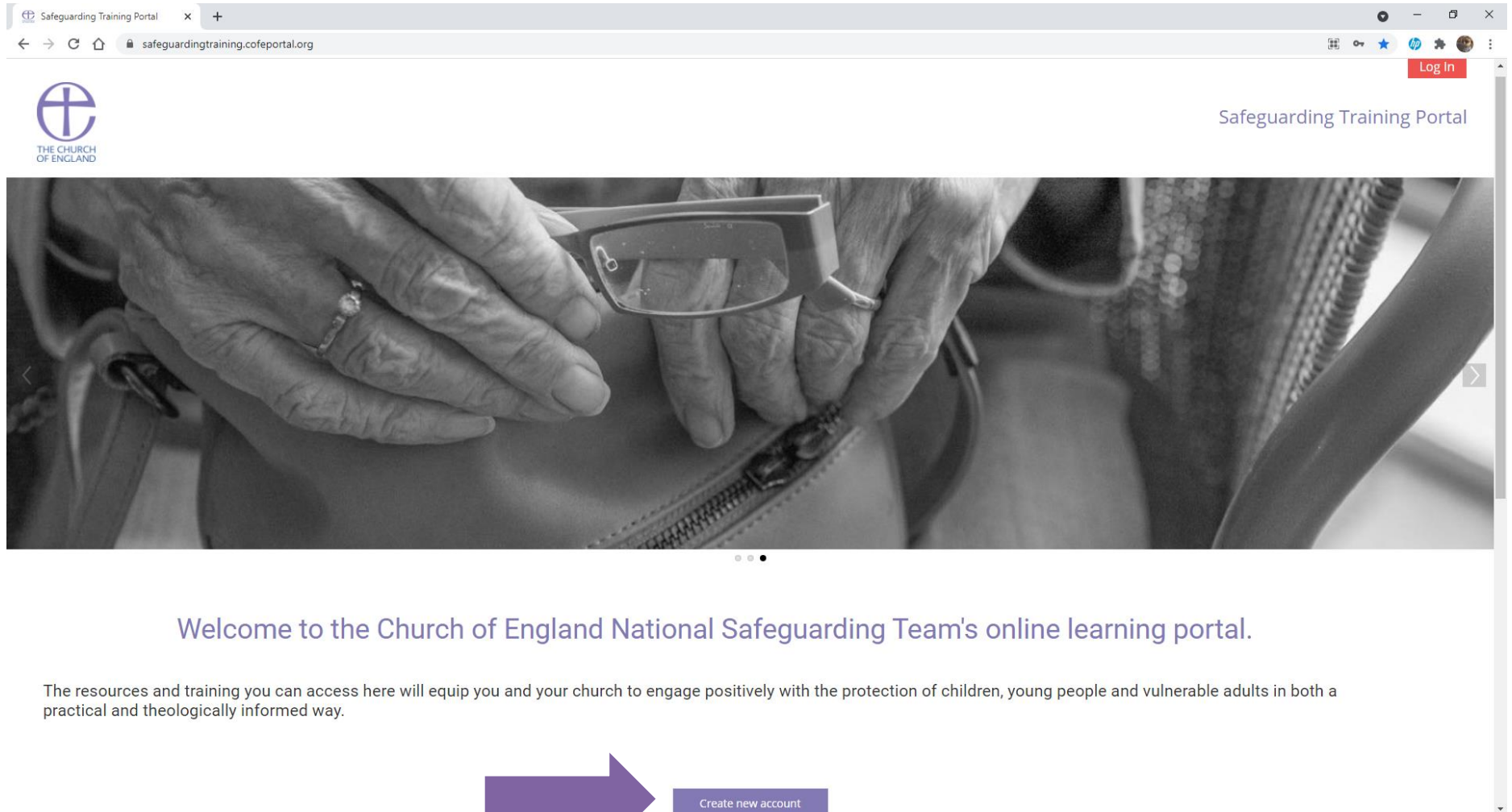


Guidelines to Accessing Church of England National Safeguarding Team Online Learning Portal

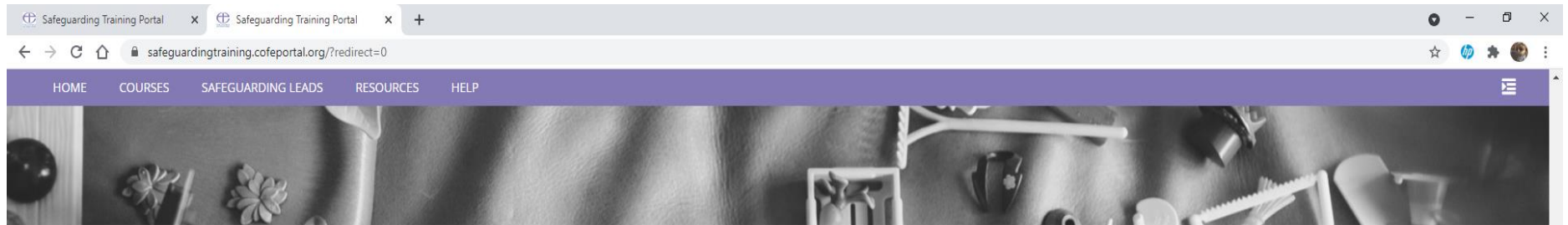
- Click on the following link: <https://safeguardingtraining.cofeportal.org/>
- If you have created an account with the Church of England Safeguarding Training Portal previously, click on the log in button on the top right hand, side (as shown in the below diagram depicted by the red arrow in the diagram below):



- If you have not previously created an account with the Church of England Safeguarding Training Portal, please scroll down the page and click on the Create New Account Button, at the bottom centre of the screen (as depicted by the purple arrow in the diagram below):



- A Safeguarding Training Privacy Policy will appear after clicking on Create new account. Please scroll down the page and click on the words **I agree to the Safeguarding Training Privacy Policy.**
- When creating a new account, you will need to use your own personal address. If you only have access to a shared email address, please contact the help-desk via learning@safeguardingtraining.cofeportal.org **PLEASE DO NOT CONTACT SAFEGUARDING CHELMSFORD DIOCESAN OFFICES, AS WE DO NOT MANAGE THIS TRAINING SITE.**
- Choose your own username and password to enter and keep a note of these. Then complete the rest of the details. **IT IS REALLY IMPORTANT THAT YOU ENTER ALL THE DETAILS, INCLUDING THE TOWN/VILLAGE NAME WITH THE PARISH NAME AND YOUR CHURCH ROLE.** This ensures that all reports are accurate for each parish to confirm that you have completed this training.
- Once you have entered in all the details, please click on Create My New Account. An email will then be sent to the email address you have provided for you to open and confirm your registration with the online training.
- Upon clicking on the confirmation email, you will be informed that a new account has been successfully created and to click on the continue button to access the accounts.
- A page will then appear entitled 'Welcome to the Church of England National Safeguarding Team's Online Learning Portal. Scroll down the page and click on Online Courses (as depicted by the blue arrow in the diagram on page 4:



Welcome to the Church of England National Safeguarding Team's online learning portal.

The resources and training you can access here will equip you and your church to engage positively with the protection of children, young people and vulnerable adults in both a practical and theologically informed way.



Online Courses



Enrol or continue learning through our online training programmes.

Safeguarding Leads



Training materials for Diocesan, Cathedral and TEI staff.

External Resources



Links to resources, training and other relevant safeguarding organisations.

- Click on the words Basic Awareness (as depicted in the below diagram by the green arrow):

The screenshot shows a web browser window with the URL `safeguardingtraining.cofeportal.org/course/view.php?id=7`. The page header includes the Church of England logo and navigation links: HOME, COURSES, SAFEGUARDING LEADS, RESOURCES, and HELP. The main heading is "National Safeguarding Training Courses".

Basic Awareness	Foundations	Looking for Leadership?	Safer Recruitment
For everyone within Church communities who need to have a basic awareness of safeguarding issues.	For those who hold positions of responsibility for the safeguarding of others within church settings.	Contact your Diocese for further information about local delivery of this course.	Coming soon Coming soon Coming soon

Topic 1
Not available

- Then click on the words ENTER COURSE. An introduction to the course will be given, explaining all the options you have, to either read the written text or just listen and how to pause for a break etc.
- If you require support at anytime during the training, **please do not contact the Diocese of Chelmsford Safeguarding Team, as we do not manage this website, instead please contact: elarning@safeguardingtraining.cofeportal.org**
- Upon completion of the Basic Awareness training, you will receive your certificate.
- When convenient you can then log in again to commence the Foundation training, by clicking on the words **Foundation** (as depicted by the yellow arrow within the below diagram) and then click on the words ENTER COURSE. As before an introduction to the course will be given, explaining all the options you have, to either read the written text or just listen and how to pause for a break etc:

HOME COURSES SAFEGUARDING LEADS RESOURCES HELP

National Safeguarding Training Courses

Basic Awareness



For **everyone** within Church communities who need to have a basic awareness of safeguarding issues.

Foundations



For **those who hold positions of responsibility** for the safeguarding of others within church settings.

Looking for Leadership?



Contact your Diocese for further information about local delivery of this course.

Safer Recruitment



Coming soon
Coming soon
Coming soon

Topic 1

Not available

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