

Once you receive your 'enrolment application has been approved' email you will be able to access the Leadership course.

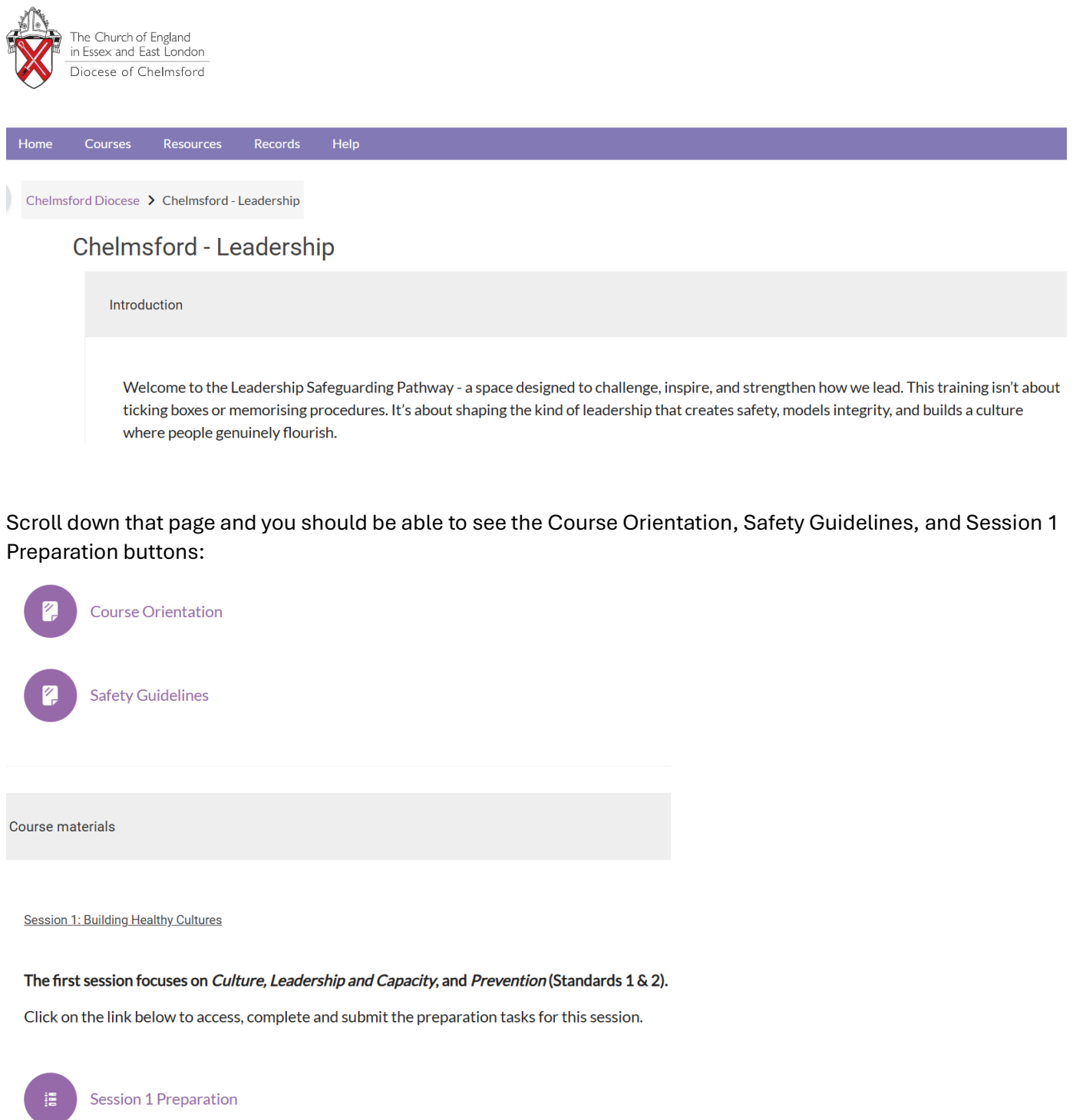
Now you will need to:

- Read the Course Orientation and Safety Guidelines
- Complete the Session 1 Preparation work by **4 days prior** to the session, or you will not be able to access the event.

How to access the required Session 1 Preparation work

Click on the link within the 'enrolment application has been approved' email that you received, and you should be taken to the Leadership course on the CofE online Learning portal (website). It might ask you to enter your log-in details.

You should see a page that looks similar to this:



The screenshot shows the Chelmsford Leadership course page. At the top left is the logo of The Church of England in Essex and East London, Diocese of Chelmsford. A purple navigation bar contains links for Home, Courses, Resources, Records, and Help. Below this is a breadcrumb trail: Chelmsford Diocese > Chelmsford - Leadership. The main heading is 'Chelmsford - Leadership'. Underneath is a section titled 'Introduction' with the following text: 'Welcome to the Leadership Safeguarding Pathway - a space designed to challenge, inspire, and strengthen how we lead. This training isn't about ticking boxes or memorising procedures. It's about shaping the kind of leadership that creates safety, models integrity, and builds a culture where people genuinely flourish.' Below the introduction are two circular buttons: 'Course Orientation' and 'Safety Guidelines'. A 'Course materials' section follows, containing a link for 'Session 1: Building Healthy Cultures'. Below the link is the text: 'The first session focuses on *Culture, Leadership and Capacity*, and *Prevention* (Standards 1 & 2). Click on the link below to access, complete and submit the preparation tasks for this session.' At the bottom is another circular button labeled 'Session 1 Preparation'.

The Course Orientation page includes contains essential orientation information for this pathway. Please read and familiarise yourself with each tab:

- Learning Outcomes
- Structure
- How the pathway works on this site

Then proceed by clicking the 'Next Activity' link in the lower right-hand side of the page.



NEXT ACTIVITY
Safety Guidelines >>

After reading the Safety Guidance proceed by clicking the 'Next Activity' link in the lower right-hand side of the page.

NEXT ACTIVITY
Session 1 Preparation >>

There are 3 tasks to complete prior to meeting with your learning group:

- 1. Watch one or two of the Diocese of Newcastle videos**
- 2. Consider the aspects of safeguarding culture in your setting**
- 3. Complete the 'Power and Influence' Self-Assessment**

If you scroll down to the bottom of the Session 1 Preparation page, you'll see:

Click 'Answer the questions...' below to begin or 'Resume questionnaire' to continue.

Answer the questions...

Once you click on 'Answer the questions...' you 'll see the videos and the 12 mandatory questions. Everything with a red star * next to it is mandatory.

You can save your work and return to it later if necessary: scroll down to the bottom of that page and you should see the 'Save progress and exit' button

Save progress and exit

Once you have completed all 12 questions click on 'Next Page' at the lower right-hand side of the page

Next Page >>

On the Power and Influence Self Assessment page there are questions where you just need to select a score, then a final question at the bottom of that page for you to write a brief reflection on your responses.

Again, you can save your work and return to it later if necessary: scroll down to the bottom of that page and you should see the 'Save progress and exit' button

Save progress and exit

Once you have completed everything to your satisfaction click on 'Submit now' at the lower right-hand side of the page. You will not be able to make any amendments after clicking on 'Submit now'.

Submit now

Please remember: The Session 1 Preparation work must be completed by 4 days prior to the session, or you will not be able to access the event.

Only once you've submitted the Session 1 Preparation work will you be able to see the Zoom link (*if you've enrolled onto a Virtual course*) on the course page.

Once you have attended Part One and been marked as attending, further options will become available to you on the portal regarding preparation for the Part Two session and subsequently the post-course evaluation tasks.

If you have further questions, you can email safeguarding@chelmsford.org or telephone 07485 308741