



How to access C0 safeguarding training online

In order to access the course please click on the link below:

<https://safeguardingtraining.cofeportal.org/>

Once on this page, those wishing to complete the course should click on the **'Safeguarding Basic Awareness'** blue button beneath the picture located on the right of the screen.

Safeguarding: Basic Awareness

This course is suitable for all individuals within our Church communities who need to have a basic awareness of safeguarding of children, young people and vulnerable adults.

Through completing this course, you will be:

Able to describe the scope of safeguarding children and adults in the church context

Able to recognise safeguarding concerns

Aware of how to respond well to safeguarding information, including who to inform

Aware of when to make a record, what to include and the boundaries of confidentiality



Safeguarding: Basic Awareness

They should then follow the link to register as a new user.

Is this your first time here?



As you sign in and register to be able complete these online learning modules you will be asked to enter some personal information such as your name, the diocese and parish you belong to and your role within your church community.

This information is used only to create your log in information and track your course completion. The Diocesan Safeguarding Adviser for the diocese in which you live or your training institution Safeguarding Adviser) will be able to log in to Moodle and check how many people, and who they are, that have completed the online modules.

Please click on the button below and follow the instructions to register as a learner:

Create new account

They will then be prompted to:

- Create a username and password
- Enter their email address and confirm this
- First name
- Surname
- City
- Country
- Diocese – selected via drop down list
- TEI – If not part of a training institution users are required to select ‘not part of a Training Institution – option 1 on the drop down list
- Enter the name of their church (or cathedral) - this enables completions to be tracked by parish or cathedral
- Enter their church role

Upon completion of this information users will receive an email to the email address they have used to sign up; this email contains a link which must be followed to confirm their registration.

Once confirmed, users are able to log in using the username and password they created and complete the course.

At the end of the course users are able to print a certificate and will also receive a second email confirming their course completion.