



Diocese of Canterbury
CHANGED LIVES ➔ CHANGING LIVES

How to Update your Safeguarding Training

A step-by-step guide



If you have any role at all within the church, you will need to have up-to-date safeguarding training. This training needs renewing every three years.

Everyone needs to complete the **Basic Awareness** module

Everyone working directly with children or in any pastoral role; everyone who manages or oversees such activities and all PCCs or similar bodies need to complete **Basic Awareness** and **Foundations**

+ All clergy and anyone who leads worship-such as Readers, ALMs or people with PtO; Parish and other Safeguarding Officers; Churchwardens; Bell Tower Captains and other people with safeguarding and/or leadership roles need to complete the **Leadership Pathway** in addition to the above. There is a **Permission to Officiate Pathway** which is offered as an alternative for people who have a more limited role. You would find this course suitable if you are not leading worship on a regular basis.

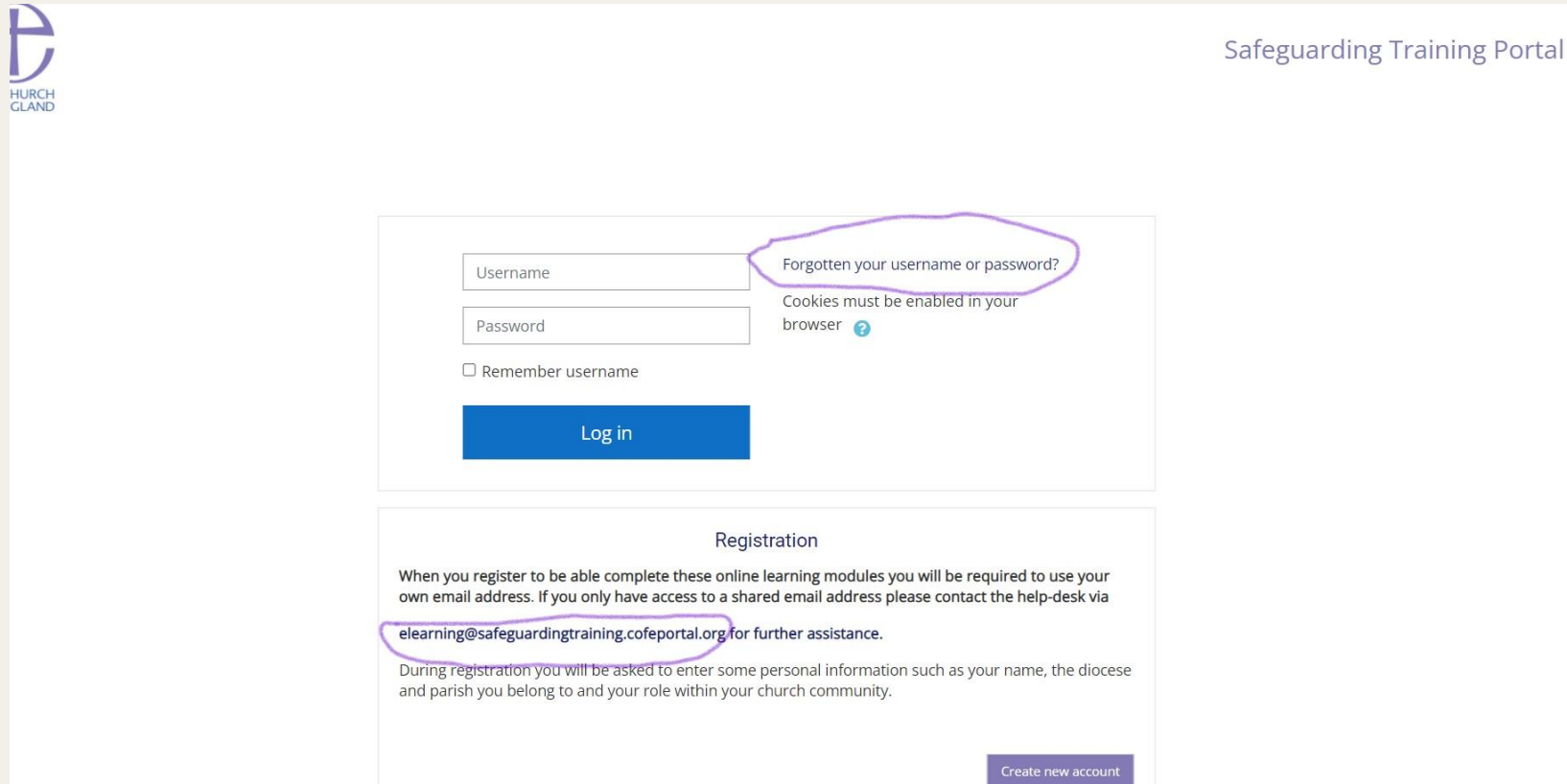
Basic Awareness and Foundations

These are online modules, accessed through the Church of England Safeguarding Training Portal. There is a link to this site on the Diocese of Canterbury website. Unless you have already registered with the site, you will need to choose a username and password in order to set up your account.

[Log in to the site | Safeguarding: Training Portal](#)

Troubleshooting

As this site is not managed by the Diocese, we don't hold any of your login information ourselves. Don't forget to make a note of your username and password. If you have logged in previously but cannot remember your details and have tried to reset them by clicking the Forgotten Password link to no avail (it is always worth checking your spam folder, or any other email addresses you may have used in the past for the reset password email) there is technical support available at: elarning@safeguardingtraining.cofeportal.org



 Safeguarding Training Portal

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

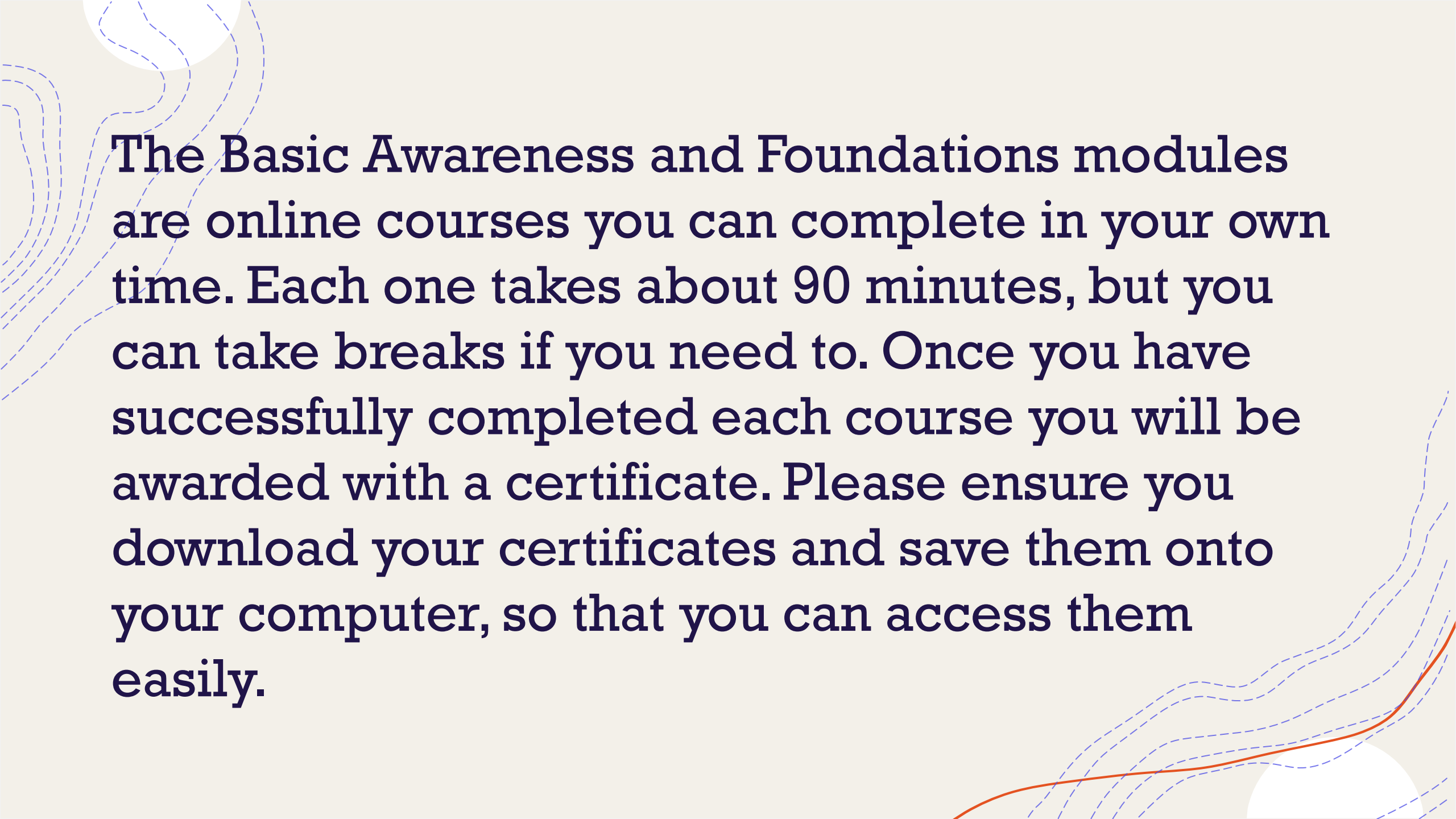
Cookies must be enabled in your browser ?

Registration

When you register to be able complete these online learning modules you will be required to use your own email address. If you only have access to a shared email address please contact the help-desk via elarning@safeguardingtraining.cofeportal.org for further assistance.

During registration 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.

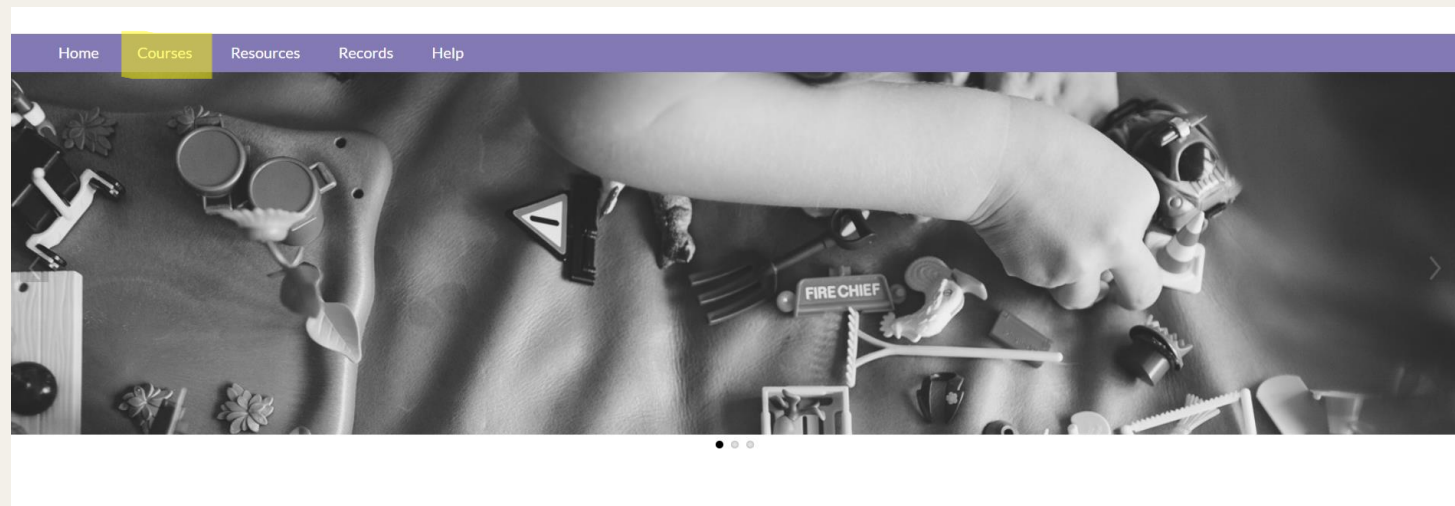
Create new account



The Basic Awareness and Foundations modules are online courses you can complete in your own time. Each one takes about 90 minutes, but you can take breaks if you need to. Once you have successfully completed each course you will be awarded with a certificate. Please ensure you download your certificates and save them onto your computer, so that you can access them easily.

Don't forget to scroll down!

You can click on the Courses tab, or simply scroll down the page and choose the tab you require. Please note that there are now different versions available of the Basic Awareness and Foundations to improve accessibility.



Courses

Choose the course you require by selecting the appropriate tab below.

Basic Awareness Foundations Leadership Senior Leadership Other Courses

For everyone within church settings who needs to have a basic awareness of safeguarding issues. Please choose the most suitable version for your needs from the options below.

Options:

Please note: you only need to complete one version of this course.



Basic Awareness 24-25



Basic Awareness 24-25 (Enhanced)

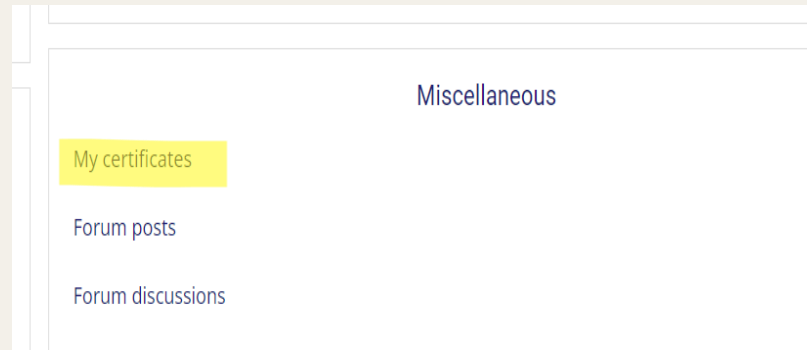
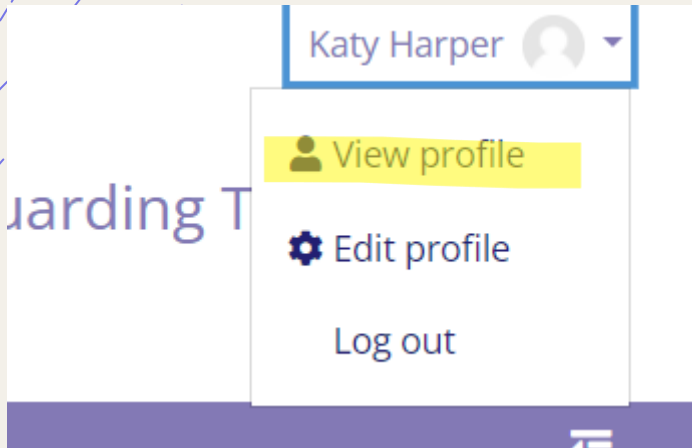


Basic Awareness 24-25 (British Sign)

FAQ

Troubleshooting

- If you have mislaid your certificates, you can re-download them at any time by logging back into the C of E Safeguarding Portal and clicking on your name in the top right hand corner, then on **View Profile**, then on **Miscellaneous**, then **My Certificates**.



- Please don't confuse the badge with your certificate, the badge does not give personalised information and therefore may not count as proof of successful completion of the course.
- If you are not able to complete these courses online, for any reason, please talk to your Parish Safeguarding Officer or equivalent. They should be able to help you, either by providing equipment or support in order to complete the courses online or by facilitating a face-to-face training session as an alternative. In this case, however, you will not be provided with a certificate, so you will need the course facilitator to provide evidence of your successful completion of the course to whomever requires proof of training.

Leadership Pathway

For those of you who are required to complete Leadership training, you will need to access the Leadership Pathway on the Safeguarding Portal. If you follow the link on our website for **Leadership** training, it sets out the steps you need to complete in order to enrol and many people find this easier than going directly to the C of E site.

Safeguarding Training - Diocese of Canterbury



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Safeguarding

- Caring for Survivors of Abuse
- Parish Safeguarding Dashboard
- Safeguarding Training**
- Annual Conferences
- Parish Disclosure and Safeguarding Officers
- Forms and Policies
- Disclosure and Barring Service
- Safeguarding Newsletters
- Past Cases Review 2
- Further Help and Advice
- Safeguarding Events

Training

Our Safeguarding training modules are compliant with the National Church Safeguarding Framework which requires core modules, at the highest level required, to be refreshed every 3 years.

Not sure which module is for you? Follow this link to find out [Who Needs Safeguarding Training?](#)

Please click the titles below to access each training module.

We would advise that before you try to book onto the Leadership, PTO or PSO modules that you look at the dates of the courses on our calendar with some backup options so that when you go to book, you will know which courses to select.

Safeguarding Training Calendar

Upcoming training courses. The Parish Safeguarding Officer Induction course and the Permission to Officiate Pathway are bookable directly through this calendar. Use the search function to find the relevant course.

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.

Raising Awareness of Domestic Abuse

A specialist course exploring the nature and dynamics of domestic abuse, with a focus on church settings.

Leadership

For all those who are in positions of safeguarding leadership within church settings.

Permission to Officiate

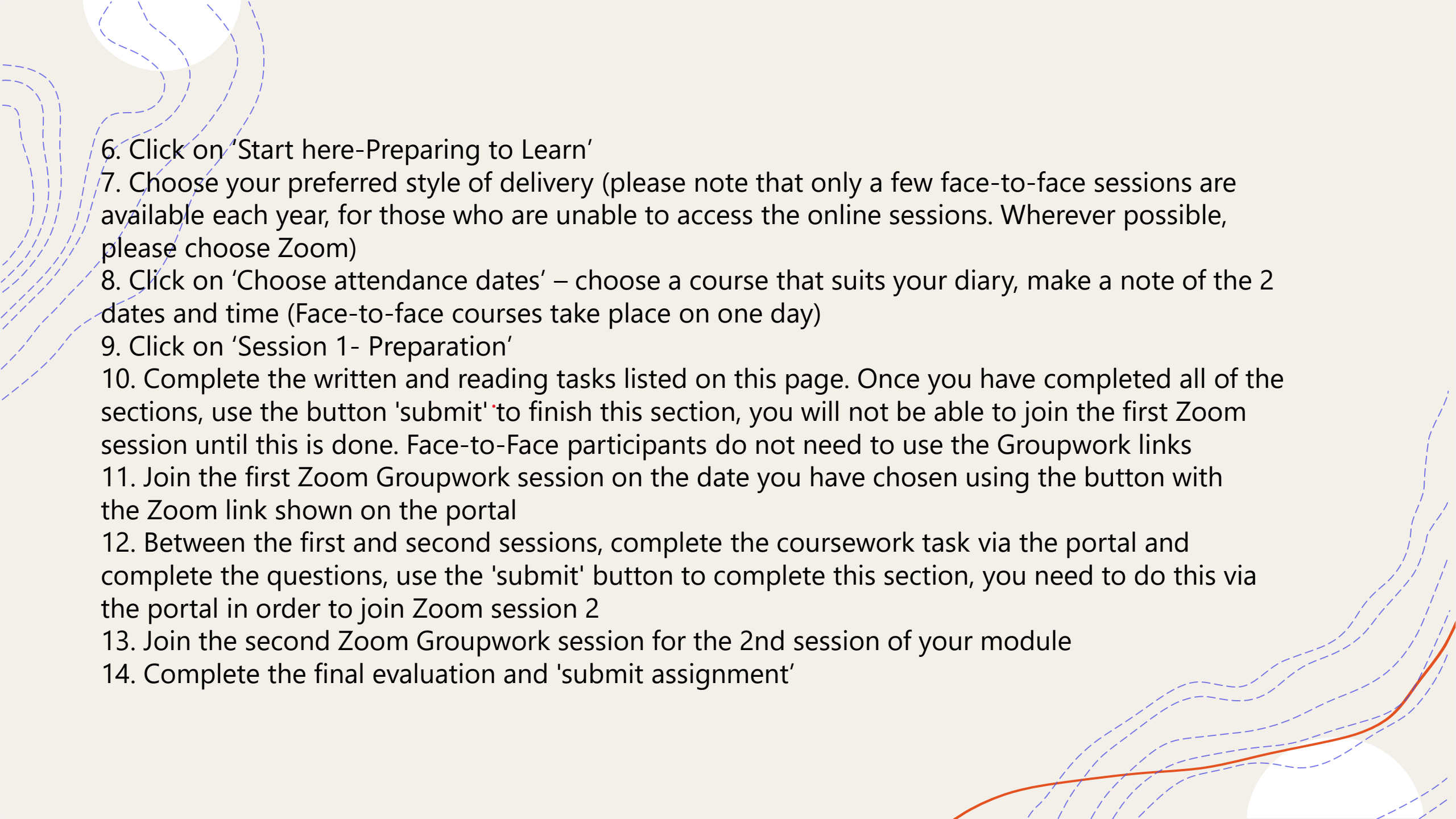
Leadership training for those who have a limited ministry and no regular connection with a single parish.

Parish Safeguarding Officer Induction

To introduce people to the PSO role making sure that they have all the tools required to carry out the job successfully.

This is designed to be run over two sessions of 90 minutes, one or two weeks apart. There is written work to complete and submit before, during and after the course. Most of our sessions are delivered over Zoom, however we do also have a limited number of face-to-face sessions.

1. Go to the [CofE Training Portal](#)
2. Register or login on the portal if you have not already done so (if you have already completed Basic and Foundation training, you will already have an account on the Portal). You will need your previous username and password. DO NOT RE-REGISTER WITH A NEW EMAIL ADDRESS, AS THE ACCOUNTS WILL NOT BE LINKED AND YOU WON'T BE ABLE TO ACCESS PREVIOUS TRAINING DETAILS.
3. Click on 'courses' or scroll down to find the Leadership tab
4. Click on the Courses tab/Core Pathways/Leadership to reach 'Canterbury'
5. Click on 'enrol me', then we will email you as soon as possible to confirm your enrolment. (You may see a statement reminding you that applications for a diocese other than your own will be refused, this does not mean you are not recognised, as a member of this diocese, it is just a reminder for everyone.) Your enrolment needs to be reviewed to ensure you belong to this diocese and are in a role that would require leadership training, so please name your church and role in the comments section. This is not an automated process, so it may take a few days between enrolling and being accepted

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6. Click on 'Start here-Preparing to Learn'
 7. Choose your preferred style of delivery (please note that only a few face-to-face sessions are available each year, for those who are unable to access the online sessions. Wherever possible, please choose Zoom)
 8. Click on 'Choose attendance dates' – choose a course that suits your diary, make a note of the 2 dates and time (Face-to-face courses take place on one day)
 9. Click on 'Session 1- Preparation'
 10. Complete the written and reading tasks listed on this page. Once you have completed all of the sections, use the button 'submit' to finish this section, you will not be able to join the first Zoom session until this is done. Face-to-Face participants do not need to use the Groupwork links
 11. Join the first Zoom Groupwork session on the date you have chosen using the button with the Zoom link shown on the portal
 12. Between the first and second sessions, complete the coursework task via the portal and complete the questions, use the 'submit' button to complete this section, you need to do this via the portal in order to join Zoom session 2
 13. Join the second Zoom Groupwork session for the 2nd session of your module
 14. Complete the final evaluation and 'submit assignment'

Troubleshooting

- Depending upon the device you are using, you may not be able to see all of the screen, you may need to scroll down to see buttons, or close other windows. You will know if you have successfully booked if you can access the Session 1 Preparation material



Need help ?

Contact kharper@diocant.org
Tel: 01227 473565

Links

[Relevant texts, website and helplines](#)

- If you want to see a list of all dates available, look at the Safeguarding Training Calendar on the Diocesan website: [Safeguarding Training Calendar - Diocese of Canterbury](#)

Once a course is fully booked, it will no longer be visible on the portal. However, it is worth checking every so often, because people do drop out and courses may suddenly re-appear as a result.

Don't just book the course and leave!

There are activities you need to complete before the first session. These are not emailed to you; everything you need to do is on the portal and designed to be completed online. These must be completed at least 4 days before the first session as they need to be reviewed by the trainer.

Permission to Officiate Pathway

This course is designed for retired clergy who have Permission to Officiate (PTO) who have a very limited role in ministry- they may only lead the occasional service, or help on an ad hoc basis, for example at a wedding or funeral. It is equivalent to the Leadership Pathway, and takes the same length of time to complete, but the structure of the course is designed to reflect their limited remit.

This course can be booked directly through the Diocesan Safeguarding Calendar [Safeguarding Training Calendar - Diocese of Canterbury](#)

Upon booking the PtO Pathway, participants will receive a confirmation email with the course workbook and the Zoom link (if appropriate) so please contact your trainer if you have not received this email within 24 hours of signing up. Kharper@diocant.org

Anyone with PTO who officiates at 1 service a month or more will need to complete the Leadership Pathway.

Don't forget:

There are other safeguarding training modules you may need to do- such as Raising Awareness of Domestic Abuse and Safer Recruitment. Check our website and regular newsletters for further details and updates or head to the Church of England website Safeguarding section <https://www.churchofengland.org/safeguarding>

If in doubt, contact one of the Diocesan Safeguarding team
safeguarding@diocant.org