

INSTRUCTIONS TO ACCESS THE CHURCH OF ENGLAND E-LEARNING

In order to access the online training, you will need to create an account at the following address: <https://safeguardingtraining.cofeportal.org/login/signup.php>

Please read the Privacy Notice and then click on the button at the bottom.

Data Controller

Show/hide

1. Why we collect and use your personal data

Show/hide

2. The categories of data we collect (including cookies)

Show/hide

3. Details of the data collected and the lawful basis for using your information

Show/hide

4. Who we collect from or share your information with:

Show/hide

5. How long do we keep your information?

Show/hide

6. Your rights

Show/hide

7. Queries, complaints or concerns

Show/hide

☐ I agree to the Safeguarding Training Privacy Policy

Once you click on the link you'll be taken to the following page. Here, you'll need to create a new account. Required fields are marked with a white exclamation mark inside a green circle.

Username 

Password 

Email address 

Email (again) 

First name 

Last name 

City/town

Country

USERNAME

Choose a username that you will easily remember. A username can only contain alphanumeric lower case characters, underscore_ hyphen - period . or at symbol @

PASSWORD

The password must have at least 8 characters, at least 1 numerical digit, at least 1 lower case letter, and at least 1 upper case letter. A user's surname with an initial capital followed by the year is usually suitable as a bare minimum.

EMAIL ADDRESS

This should be an email address that hasn't been used before. If you have a shared email address, contact elarning@mail.safeguardingtraining.cofeportal.org for help.

Next fill in your organisation details:

My Organisation Details

Diocese 

Choose...

European Country (Diocese in Europe)

Select...

Chaplaincy (Diocese in Europe)

Not applicable

Cathedral 

Choose...

Only choose the cathedral if you are volunteering in it.
Otherwise, choose 'Not involved at a cathedral'.

Training Institution 

Not part of a Training Institution

Choose 'Not part of a training institution' unless you
are in training for clergy.

Religious Community

Not applicable

My Church's Town/City and Name (eg Leeds: St Peters)

Role in church

Local reporting (allow a user with the following email address to view
my training record)

You can allow someone in your parish,
such as the Parish Safeguarding Officer,
to view your training records by entering
their email here. This will save you having
to show them your certificate.

Create my new account

Cancel

Please click here

Once registration has been successfully completed, the site automatically generates an account-confirmation email and sends it to the registered email address. This contains a link that will need to be followed in order to activate the account.

If you do not receive a confirmation email

A new confirmation email can be requested if you try to log in using your username and password.

Alternatively, please contact elarning@mail.safeguardingtraining.cofeportal.org and they will be able to activate your account. **Please note: accounts which have not been activated within seven days will be automatically cleared from the system.**

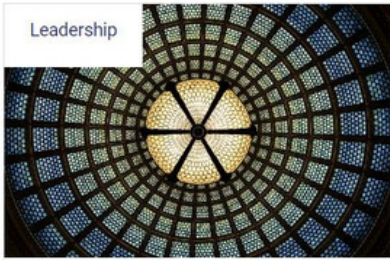
Once you have confirmed your email address you will be able to access the training.

How to access the training

- The training can be found either by clicking the *Online Courses* button on the home page, or under the *Courses* menu, where it can be accessed by either following one of the *Pathways* sub-menus or by selecting *View all* and choosing the course you want from that page.
- Once you have navigated to the start page for the training you need, click "Enter Course" to begin.

Core Pathways

Core safeguarding learning pathways have been developed as a modular programme which builds learning according to role. Therefore, these pathways should be completed in consecutive order until an individual has reached the required highest level of learning for their role.

Basic Awareness 	Foundations 	Leadership 
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.	For all those who are in positions of safeguarding leadership within church settings.

Additional Pathways

Additional Pathways can be found further down the page as below:

Raising Awareness of Domestic Abuse 	Safer Recruitment and People Management 
A specialist course exploring the nature and dynamics of domestic abuse, with a focus on church settings.	For all those involved in the recruitment, selection and management of staff or volunteers