

Enrolling and Using Leadership Portal Training

The process for booking onto the Leadership safeguarding learning pathway has now changed and participants will do this through their National Church of England Safeguarding Training Portal account. Details for how to book and complete the Leadership safeguarding learning pathway can be found below:

STEP 1 – Log In/Create Account

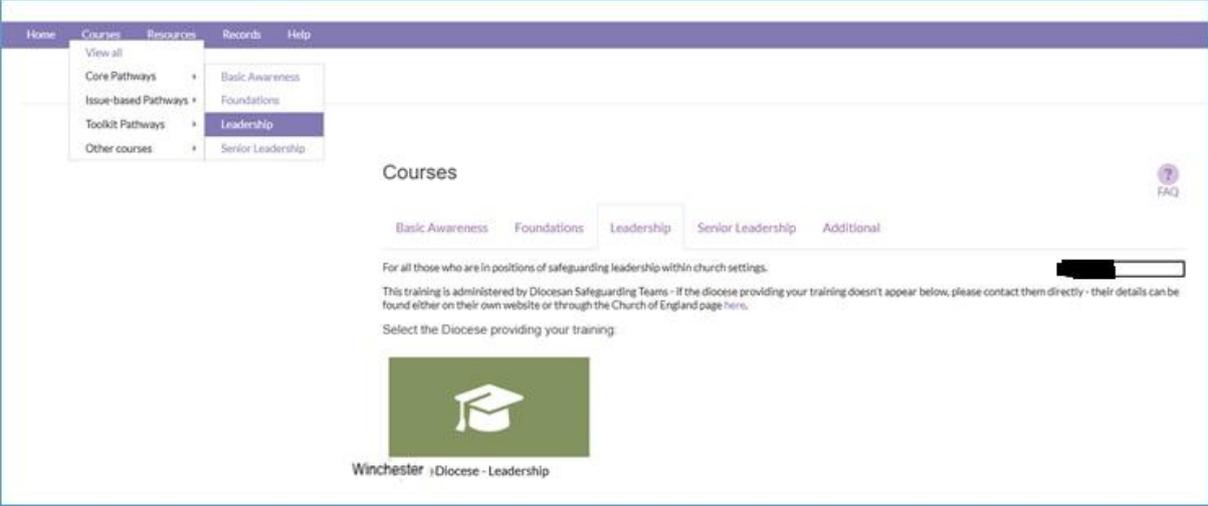
- a) Go to the [CofE Training Portal](#) and log in with your username and password. If you have forgotten your password, you can press “Reset Password” or contact learning@mail.safeguardingtraining.cofeportal.org for assistance.

If you don't have an account, click the “Create new account” button and enter the requested details to register.

STEP 2 – Request Enrolment

- b) Once logged on to the portal, scroll down to 'Courses' section, click on ‘Leadership’ tab, then click on the ‘Winchester – Leadership’ tile/box.

Here



The screenshot shows the 'Courses' section of the CofE Training Portal. The navigation menu includes 'Home', 'Courses', 'Resources', 'Records', and 'Help'. The 'Courses' dropdown menu is open, showing 'View all', 'Core Pathways', 'Issue-based Pathways', 'Toolkit Pathways', and 'Other courses'. The 'Leadership' option is selected. Below the navigation, there are tabs for 'Basic Awareness', 'Foundations', 'Leadership', 'Senior Leadership', and 'Additional'. The 'Leadership' tab is active. The main content area contains a search bar and a list of course tiles. The 'Winchester - Leadership' tile is highlighted.

- c) Click ‘Apply now’,

Enrolment options

Winchester - Leadership

Please check your prior learning and click the "Apply Now" button below to apply for enrolment on the course.

If you are unsure about whether you need to apply for the course, please contact the diocese at safeguardingtraining@winchesterdiocese.org and include details of any roles you hold in your church context.

Participants are required to have previously completed the *Basic Awareness* and *Foundations* courses.
By requesting enrolment you are confirming prior completion of these, in line with your diocese's policy.
If you are unsure whether you are required or eligible to enrol, please contact your Parish Safeguarding Officer or DSO.

Your prior learning completed via **this site** is shown below.

Basic Awareness

####

Foundations

####

[View my full site record >>](#)

 **Apply Now**

- d) Details of your name, church and church role will be supplied from your profile. The form will signpost you where you can edit these if any are wrong.

Enrolment Application

Complete the application form below to request enrolment in this course

1. Basic Information

2. Additional Information

3. Review & Submit

Basic Information

First name

Last name

Email address

Diocese

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

Role in church

The information above has been taken directly from your profile and can be edited by selecting "My Training Record" from the "Records" menu and then following the "Edit my profile" link at the top right of the report.

Please answer the following question(s) and choose your learning group before clicking 'Next'

Select a group

Choose a group to join upon enrolment approval

Next →

- e) Choose a Learning group with a pair of dates that are suitable for you to attend and click the “Next →” button

Next →

- f) Answer the additional enrolment question, and then click the purple “Next →” button again

Enrolment Application

Complete the application form below to request enrolment in this course

1. Basic Information 2. Additional Information 3. Review & Submit

Additional Information

Please provide a contact telephone number * Required

Mobile or landline

Are you completing this course due to making an application for PTO (Permission to Officiate), or because you hold PTO already, but your leadership training is out of date, or due for renewal soon? * Required

yes/no

Please provide the role title/s of any and all roles you hold within Winchester Diocese. * Required

Additional profile information may be required

← Previous Next →

- g) Review and Submit – review your information. Read the terms and tick the checkbox to confirm that you agree with them and click the GREEN “Submit application” button

✓ Submit Application

Enrolment Application

Complete the application form below to request enrolment in this course

1. Basic Information
2. Additional Information
3. Review & Submit

Review & Submit

Your Application

Full name: Emma Duncan

Email address: kevinduncantoy@btinternet.com

Group: Leadership Pathway 003 (25/03/2026 & 01/04/2025), 09:30 -11:00

Additional Information: 07829632929

Are you completing this course due to making an application for PTO (Permission to Officiate), or because you hold PTO already, but your leadership training is out of date, or due for renewal soon? * Required : no

Please provide the role title/s of any and all roles you hold within Winchester Diocese. * Required : LLM

I confirm that all information provided is accurate and I agree to the terms

← Previous
Submit Application

- h) Your application will now have been sent to the Diocese training team who will review and confirm your place within 7 working days. You will receive an email from “Safeguarding Support” once your place is confirmed. This email will tell you what to do next and contains the link to start the pre course work. You will also log onto the course in the same way as you did.

Once your request is approved, you can go back to your Leadership Winchester course tile or use the link in your approval email. This will take you to a page where you can begin your preparation tasks (see step 3)

or click the “manage my bookings page” to request a change of dates - **Click the purple “view” button**



under “Actions”

This will take you to a page where you can click “**edit application**”. It will take you back to your enrolment application where you can choose alternate dates or change any other information on there that you recorded. You will need to submit the application request again and wait for your new dates to be given approval. An email will let your request has been submitted, and another email when it has been approved.

STEP 3 - Complete Session One Preparation Task

Once your request is approved, you can go back to your Leadership Winchester course tile or use the link you were sent in the email accepting your enrolment application.

Under " Make a Start" you need to click on the "Course Overview" link -



This will provide you with more information about the course. Familiarise yourself with the overview by clicking on the subject titles to expand them, and using the tabs to show different areas. You cannot do anything else until you have clicked on this and reviewed all the following titled tabs that are denoted on the page in purple:

- Safeguarding standards
- Learning outcomes
- Overview
- How the pathway works on this site

You are then ready to click the "Next Activity" link in the lower right-hand side of the page that looks like this:

This page contains essential orientation information for this pathway. Please read and familiarise yourself with **each tab below** before proceeding by clicking the 'Next Activity' link in the lower right hand side of the page.

[Safeguarding Standards](#) [Learning Outcomes](#) [Overview](#) [How the pathway works on this site](#)

Safeguarding Standards

The Church has committed to developing a set of National Safeguarding Standards as part of our quality assurance framework [\[read more\]](#).

You can read more about the National Safeguarding Standards [here on the CofE website](#)

These standards underpin this pathway and are as follows:

1: CULTURE, LEADERSHIP AND CAPACITY	
Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high quality safeguarding practices and outcomes.	
2: PREVENTION	
3: RECOGNISING, ASSESSING AND MANAGING RISK	
4: VICTIMS AND SURVIVORS	
5: LEARNING, SUPERVISION AND SUPPORT	

NEXT ACTIVITY
Session 1: Building Healthy Cultures

Clicking “Next Activity”, will take you through to a page with an overview of the session one preparatory work:

Preparation Tasks:

Session 1: Building Healthy Cultures



You are currently booked onto 2025 Group 14 (23rd and 30th April at 10am to 11:30am) and Attend via Zoom

Session 1: Building Healthy Cultures QA standard(s)  

The first session focuses on *Culture, Leadership and Capacity, and Prevention (Standards 1 & 2)*.
Creating environments in which everyone is safe and can flourish is fundamental to our purpose as God's Church. Building safer, healthier cultures is all about modelling attitudes and behaviours

Read the introduction and click the “**Answer the questions**” button at the bottom of the page.

This will take you to a page where you can start the preparatory work for session one. Work through the materials and answer the questions. Click “Next Page” to continue

Aspect 1: Build effective structures

First, reflect on the written and unwritten 'rules' including reporting and accountability in your church(es).



	Disagree	Not sure	Agree
The structures in our church help to develop and maintain safer, healthier, culture and practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am clear that within our church, leadership is exercised safely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our leadership structure invites challenge, scrutiny and accountability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Everyone with responsibility in our church/s is offered appropriate support. e.g. through supervision, personal support, personal development, coaching mentoring etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Briefly explain the reasons for your assessment above.

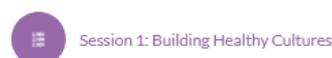
Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted list, Numbered list, Undo, Redo

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Save and exit Next Page >>

At any time, you can choose to "save progress and exit," using the button at the bottom of each page that looks like this and  resume the tasks later.

When you log back onto the course later, just head to the "course material" link either at the top far left-hand side of page, or scroll down to the bottom and you can find the course material link here too, which looks like this:



Then scroll to the bottom of the page and click the resume button:



Once you have completed all of the tasks, you will have the option to click the green "Submit now" button:

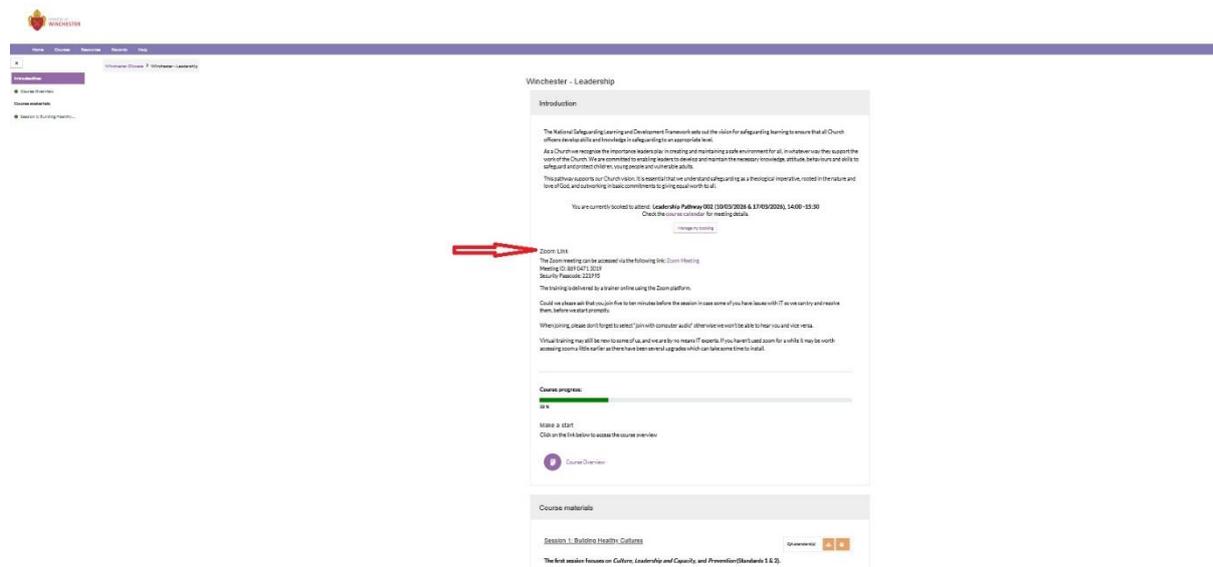


The next part of the course will only become available when you have submitted your work and you will unfortunately not be permitted to join the Zoom session without having completed this preparation work, in line with National Church policy.

This MUST be completed **no later the 3 days prior** to the first online Zoom session. If you have not submitted it by then, you will automatically be un-enrolled from the course and we will have no choice but to ask you to book onto a later course date.

STEP 4 – Attend Zoom Session One

Return to your Winchester Leadership course tile and click on the Zoom Link above the progress bar. This will show you the link you need to attend the Zoom session.



STEP 5 – Complete Session Two Preparation Task

Return to your Winchester Leadership Dashboard and select “Session Two Preparation Task” to complete.

STEP 6 – Attend Zoom Session Two

Instructions will be provided in the post session one email.

STEP 7 – Complete Final Evaluation Task

The evaluation will become available once the register for Session Two (Zoom) has been marked as attended. Return to your Winchester Leadership Dashboard and submit your Evaluation Task.

Once your final task has been reviewed, you will receive an email confirming you have completed the course and containing a link allowing you to download your certificate. You can also access your training record at any time in the “Records” section on the portal.