

Guide to Using the Training Portal

The Church of England Safeguarding Training Portal is available at <https://safeguardingtraining.cofeportal.org/>

Getting Started

On the home page create a new account or log in if you already have an account

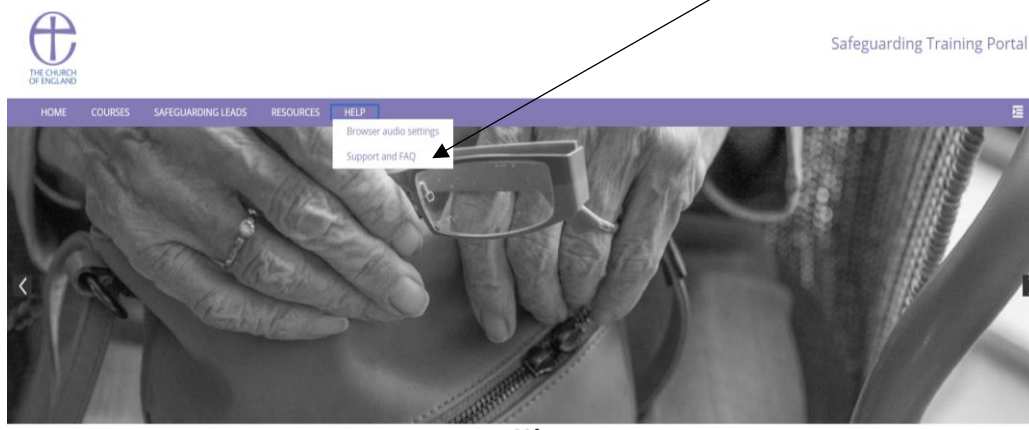
The screenshot shows the home page of the Church of England National Safeguarding Team's online learning portal. At the top right, there is a 'Login' button. Below the header is a large image of hands holding a pair of glasses. Underneath the image, a welcome message reads: 'Welcome to the Church of England National Safeguarding Team's online learning portal. The resources and training you can access here will equip you and your church to engage positively with the protection of children, young people and vulnerable adults in both a practical and theologically informed way.' Below this is a 'Find resources' button. The main content area features a 'Login' section with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below the login fields are links for 'Create new account' and 'Lost password?'. Three callout boxes provide instructions: one points to the 'Login' button with the text 'If you already have a training portal account log in'; another points to the 'Create new account' link with the text 'If you don't have a training portal account, you will need to create a new one – click on 'create new account''; and a third points to the 'Lost password?' link with the text 'If you already have a training portal account but can't remember your password – click on 'Lost Password''.

- Your user-name can be your first and last name (without a space in between) rather than your email address

Help and Support

The training portal is operated by the National Safeguarding Team and not by The Church of England – Birmingham.

- If you have previously created an account but are now unable to log in please email the help desk at learning@safeguardingtraining.cofeportal.org
- If you have logged in but need support to use the training portal, click on 'help', then 'support and FAQ' on the drop-down menu and on the next page click on the link to email the helpdesk at learning@safeguardingtraining.cofeportal.org



Where to find the online courses

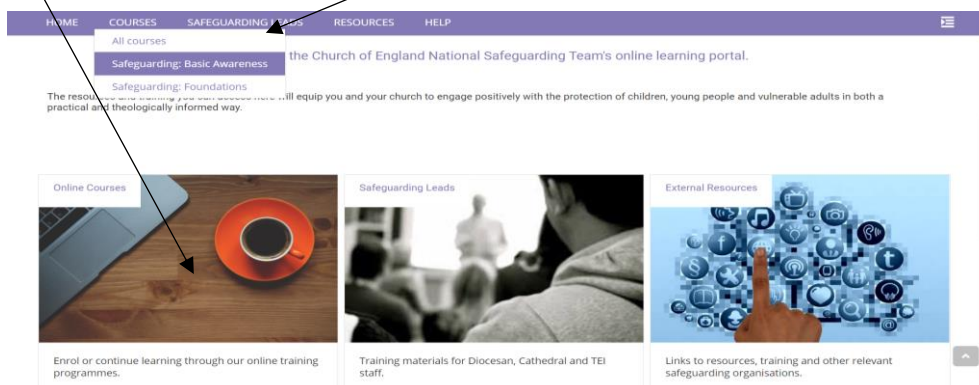
When you have logged in you can go to the courses by clicking on

either:

- 'Courses' on the menu ribbon and selecting the course you wish to complete from the drop down menu

or:

- clicking on the coffee cup and keyboard image



Starting your online course

On the next page click on the course you want to complete to start your training

- Basic Awareness

THE CHURCH OF ENGLAND

HOME COURSES SAFEGUARDING LEADS RESOURCES HELP

National Safeguarding Training Courses

Basic Awareness

Foundations

Looking for Leadership?

Safer Recruitment

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.

Contact your Diocese for further information about local delivery of this course.

Coming soon
Coming soon
Coming soon

- Safeguarding Foundations

You will need to complete – or have previously completed if you are renewing your training - the Basic Awareness course before you can complete the Safeguarding Foundations course.

For details of other safeguarding training courses, please visit our website at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safeguarding-training/> or contact the diocesan safeguarding team by email at safeguardingsupport@cofebirmingham.com