

Instructions to access safeguarding training on the Church of England Safeguarding Training Portal

Training Available

- Safeguarding Basic Awareness
- Safeguarding Foundation Training
- Safer Recruitment and People Management Training
- Raising Awareness of Domestic Abuse
- Introduction To Modern Day Slavery, under Resources then Safeguarding and Modern Slavery
- Safeguarding and Social Action, under Resources then Safeguarding and Modern Slavery

Please note that these courses have been updated and can be completed at any time at your convenience. The Basic Awareness training only needs to be completed once, although some people have found it helpful to repeat it when they have not done it for some time.

How to complete training online:

1. Click on link to National Safeguarding team training portal
- safeguardingtraining.cofeportal.org/
2. Click on create new account if you have not previously registered for one, don't forget to give the name of your church. If you have previously registered sign in and go to step 6.
 - If you have forgotten your password, then you should be able to click the forgotten password link and be sent an email to reset it. If you do not see it, check your junk email folder. If you still have problems contact the portal support email: learning@safeguardingtraining.cofeportal.org
 - If you share an email address and you both need to complete training on the portal, please email your details to the portal support email above and they will be able to set a separate portal account up manually. [Safeguarding: Training Portal: Can I use my spouse or partner's email address to register on the site? \(cofeportal.org\)](#)
3. Enter your details.
4. Enter Diocese of Leicester. Don't forget to give your Church/ fresh expression name and location and the role that you have,
5. Enter 'not part of training institution' on institution drop down box
6. Go to Courses, at the top left hand side of the screen, and choose the relevant course.
 - Basic Awareness Safeguarding Training (Core pathway, formerly C0 and approximately 75 minutes) ,
 - Foundation Safeguarding Training (Core pathway, formally C1 and approximately 90 minutes),
 - Safer Recruitment and People Management (Toolkit pathway, approximately 1½ - 2 hours),
 - Raising Awareness of Domestic Abuse (Issue-based pathway, approximately 1½ - 2 hours)
 - Modern Day Slavery related training is under the resources heading.

7. Complete the relevant module, you can take a break and pick it up again from where you left off by clicking on the course again.
8. Once completed core module save/ print off certificate, as you may need to produce it at some point. It will also be helpful to save a copy, although you can also access it at any time through the portal.
 - If you need to find your certificate again it can be found by clicking the triangle next to your name in the top right hand of the page, then click view profile and then My Certificates which is under the miscellaneous heading.
9. Inform your Safeguarding Coordinator/ relevant Mission and Ministry course leader/ Bishop's Lodge that you have completed the training, providing a copy of the certificate for their records. Courses will be recorded on the Diocesan database.
 - Clergy need to send a copy of portal issued certificates to Bishop's Lodge, to Ellie.Cox@LeicesterCofE.org

Please make a note of the completion and expiry date, courses are valid for 3 years. Entering a reminder in an electronic calendar will help ensure that you keep your training up to date.