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

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 previously registered sign in and go to step 12. (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.) Before registering, you may wish to add noreply@safeguardingtraining.cofeportal.org to your e-mail account's "safe-senders" list, to avoid missing the verification emails and those sent when you complete a course. If you share an email address, please see point 4 in the Useful Things To Know section below.
3. Choose a user name. *The **username** can only contain alphanumeric lowercase characters (letters and/or numbers), underscore (_), hyphen (-), period (.) or at symbol (@).* Make a note of it.
4. Choose a password. *The **password** must contain no spaces, it must have at least 8 characters, containing: at least 1 digit, at least 1 lower-case letter, and at least one upper-case letter.* Make it something that you will remember.
5. Enter your details as relevant.
6. Choose Diocese of Leicester from the menu.
7. Either choose Leicester cathedral or not involved in a cathedral from the cathedral drop-down menu.
8. Enter 'not part of training institution' or if relevant choose the institution that you are training with.
9. Enter your Church/ fresh expression/ context name and location and the role that you have.
10. You can nominate another person to see which training you have completed, just enter their email in the relevant box. This could be your safeguarding coordinator. (The Diocesan Safeguarding Training Officer can see all courses completed by those identified with the diocese.)
11. Once you have completed the information, click 'create new account.' You will then be sent an email to check the email address. If you don't see it check your junk or spam folder. Once you have the email click on the link to complete the set up.

12. Check whether you have nominated your safeguarding coordinator to be able to view your training record by clicking on your name in the top right-hand page of the website and clicking Edit Profile. Under My Organisation Details check if you have an email address nominated in the box next to: Allow a user with the following email address to look at my training record. You can nominate your safeguarding coordinator by adding their email address. Once you've added it, click the Update Profile button. You can edit this if the coordinator email changes. The Diocesan Safeguarding Training Officer can already see the training you complete. Safeguarding: Training Portal: About the Site, and Frequently Asked Questions (FAQ) (cofeportal.org)

13. Click on the Online Courses box and choose the relevant course. You can't complete Safeguarding Leadership Training through the portal, the details for that can be found on the Safeguarding Training and Events page of the diocesan website: Training and Events - Diocese of Leicester (anglican.org)

14. 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.

15. Once completed you will get an email confirmation and a link to save/ print off certificate, as you may need to produce it at some point. You can also access any of your certificates by clicking on your name in the top right hand of the page and clicking View Profile. Certificates can be found in the Miscellaneous box, click on My Certificates and you will see them, click on the picture under the File heading to download a PDF. You may have a Downloads box open up and you can click on Open File to open it.

16. Inform your Safeguarding Coordinator/ relevant Ministry course leader that you have completed the training, providing a copy of the certificate for their records. Clergy and authorised ministers need to send a copy to Bishop's Lodge for inclusion in their personal file.

17. 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.

Useful things to know.

1. The portal has a help page if you get stuck with something: Safeguarding: Training Portal: About the Site, and Frequently Asked Questions (FAQ) (cofeportal.org). There is also a help desk email address at the bottom of the page if you can't resolve your issue from the FAQ.

2. If any of your details change then you can edit them by logging into your portal account and then clicking on your name in the top right-hand corner and choosing edit profile.
3. If you need to print a copy of your certificate, click on your name and choose view profile. Certificates can be found under the Miscellaneous heading. Click on My Certificates and then you can download the certificate by clicking the image under the File heading. Certificates will download as a PDF and can then be printed, saved or emailed to someone.
4. If you share an email address for someone then follow the instructions below, which are also on the FAQ page of the portal.

If you will be the first person to register on the Training Portal, you will be able to do so at the following address:

https://safeguardingtraining.cofeportal.org/login/signup.php

If not, you will probably be able to use a technique called "sub-addressing" to help you register a second account:

At the end of the first part of your e-mail address, just before the "**@**" symbol, add the "**+**" symbol followed by some alphanumeric characters that will allow you to identify any e-mail messages that may be sent to it, and then continue with the rest of the address.

Please note, Yahoo users will need to use the "**-**" symbol instead of a "**+**"

An example:
John and Mary Smith share the e-mail address, thesmiths@example-couple.com, and John has already registered an account on the site. Mary would be able to register by adding **+mary** to give an address of thesmiths+mary@example-couple.com

The account-confirmation e-mail would be sent as usual, allowing the account to be activated without any new e-mail addresses having to be set up.

If the confirmation e-mail doesn't arrive, please e-mail us, elearning@safeguardingtraining.cofeportal.org) with the following information and we will either activate the account or create a new one for you:

- *Intended e-mail address:*
- *Name:*
- *Home Town:*
- *Diocese:*
- *Church Town:*
- *Church Name:*

- *Role in Church:*

You can also allow another user (for example, your parish safeguarding officer) to view your training records, by providing the e-mail address that is registered to *their* account on the Training Portal.

5. If you have completed any Safeguarding Leadership or PTO Safeguarding training in the Diocese of Leicester, it will not show up in your portal record as the course was not completed through the portal. There is a pilot in progress in one diocese where work for the leadership course is completed through the portal.
6. You do not have to complete a booking form for courses you do on the Safeguarding training Portal.

Training Available On The Safeguarding Training Portal

Core Pathways
- Safeguarding Basic Awareness (approx. 75 minutes)
- Safeguarding Foundation Training (approx 90 minutes)

Issue Based Pathway
- Raising Awareness of Domestic Abuse (approx. 90 minutes)

Toolkit Pathway
- Safer Recruitment and People Management Training (approx. 90 minutes)

Other Courses
- Modern Slavery and Human Trafficking (approx. 60-90 minutes)

Please note that these courses have been updated and can be completed at any time at your convenience. Each course completed on the Safeguarding Training Portal is added to the diocesan database so that we can maintain accurate records and in time be able to send reminders about training.