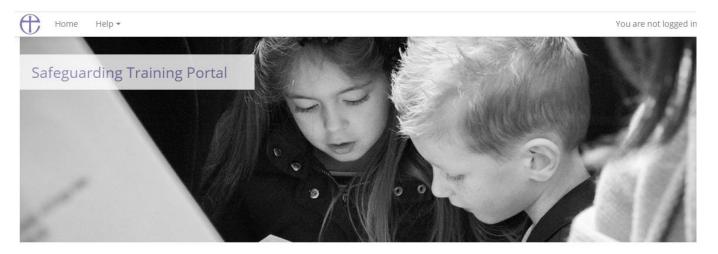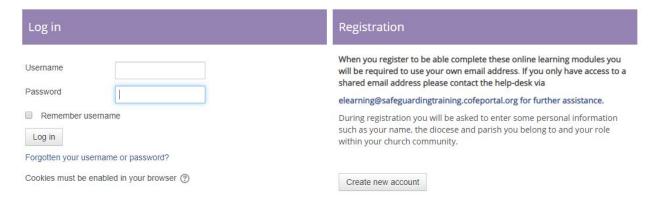# Hints and tips for using the Safeguarding Online Training Courses

The courses are delivered using your web browser and includes audio output - make sure your computer's audio is turned on and the volume set appropriately. (You can check this by playing a Youtube video which includes sound such as https://www.youtube.com/watch?v=z9xBFH_9R_E&feature=youtu.be)

The most straightforward way of accessing the courses is through the National C of E Safeguarding Training Portal.

(You may also access this through the Chester Diocesan website by starting at the Diocese Safeguarding page and click on the training link towards the bottom of that page.} The first course described on the training page is the *Basic Awareness online course.* Follow the "click here" link to National Safeguarding training Portal.)
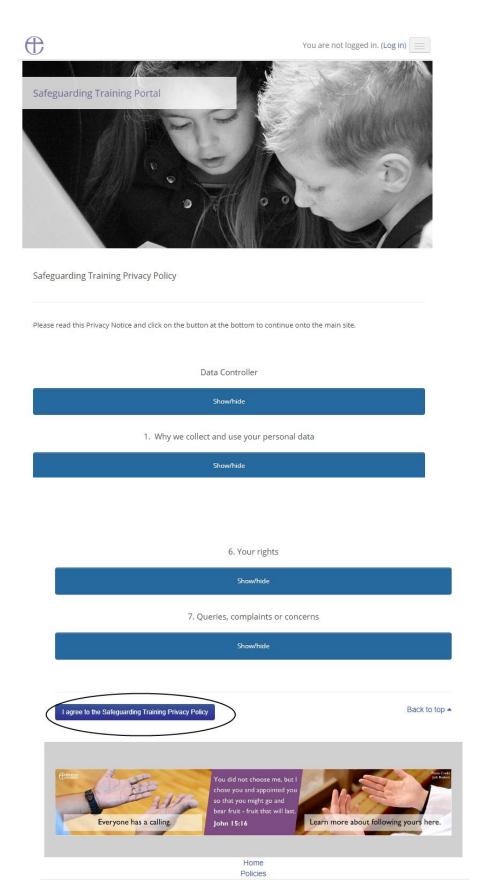

You must register to join any of the courses.
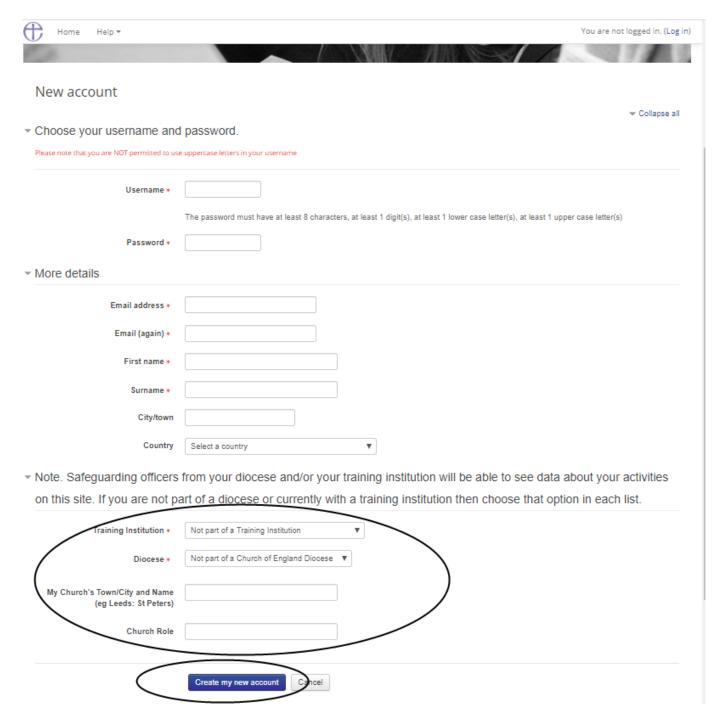
Click **"create new account"** on the right when you access the Training Portal login page.

The registration requires you to accept the Safeguarding Training Privacy Policy. You will be shown the policy details as you create your account.

Safeguarding Training Portal

Safeguarding Training Privacy Policy

Please read this Privacy Notice and click on the button at the bottom to continue onto the main site.

Data Controller

Show/hide

1. Why we collect and use your personal data

Show/hide

6. Your rights

Show/hide

7. Queries, complaints or concerns

Show/hide

I agree to the Safeguarding Training Privacy Policy

Back to top ▲

Everyone has a calling.

You did not choose me, but I chose you and appointed you so that you might go and bear fruit - fruit that will last.

John 15:16

Learn more about following yours here.

Home
Policies

If you agree with the policy click the "I agree to the …" box at the foot of the page. (if you don't agree with the policy you can't follow the course. Close your browser window to quit the registration process.)

You will then be shown a form to complete with your details.

New account

▼ Collapse all

▼ Choose your username and password.

Please note that you are NOT permitted to use uppercase letters in your username

Username *   [   ]

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password *   [   ]

▼ More details

Email address *   [   ]

Email (again) *   [   ]

First name *   [   ]

Surname *   [   ]

City/town   [   ]

Country   [Select a country   ▼]

▼ Note. Safeguarding officers from your diocese and/or your training institution will be able to see data about your activities
on this site. If you are not part of a diocese or currently with a training institution then choose that option in each list.

Training Institution *   [Not part of a Training Institution   ▼]

Diocese *   [Not part of a Church of England Diocese ▼]

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

Church Role   [   ]

[Create my new account]   [Cancel]

You need to provide a username (lower case only, you could use your email address), a password, some basic personal data and details about which church you are associated with. Take note of your username and password.

Make sure that the *Training Institution* dropdown box says **Not part of a Training Institution,** that the *Diocese* dropdown box says **Chester**.
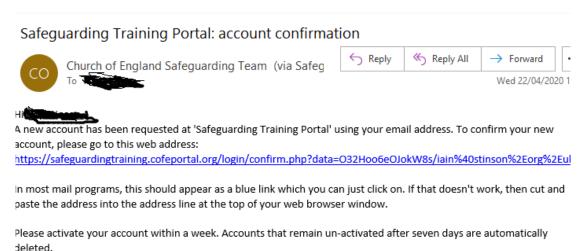
All the boxes with a red asterisk must be completed.

Fill-in the *My Church/City* box with **Thornton Hough: All Saints** and *Church Role* with PCC Member, Member of Congregation or the name of the office you hold.

When you have completed the form click the **Create my new account box**.

The system will send you an email to confirm your registration.   This will be a message from *noreply@safeguardingtraining.cofeportal.orgeguarding* with the subject *Safeguarding Training Portal: account confirmation.*

When you receive the email you need to open the message (check the spam folder as well as your inbox). The email will be something like the following:
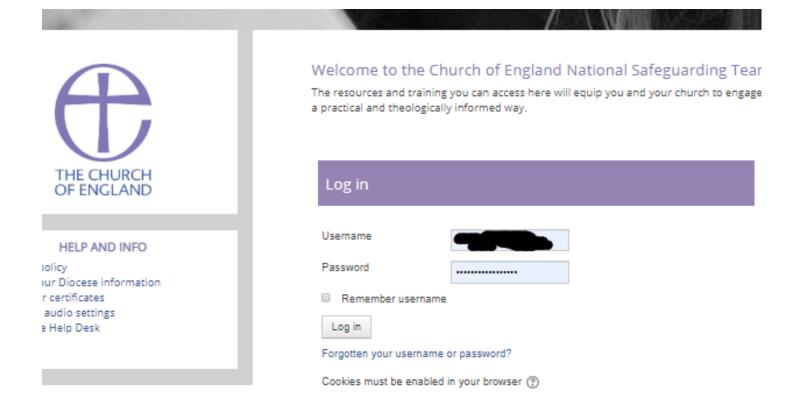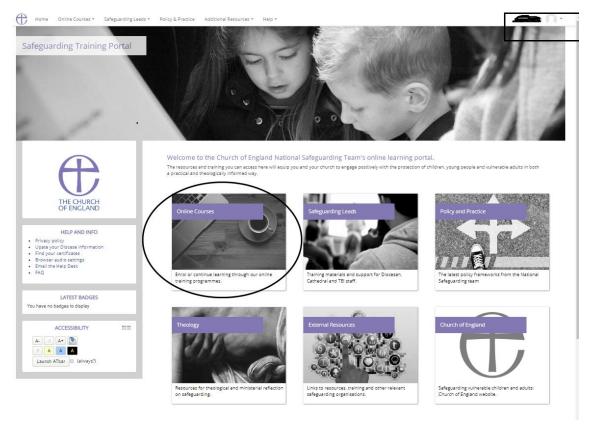

You must open the email message and click on the link in the message to complete your registration.

When you complete your registration you are automatically logged on the to the online training system (in your browser). *You will see the screen shown on the next page.*
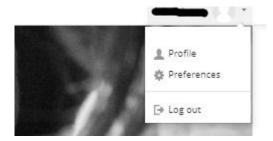
You only need to register once. To access the courses once you are registered you can logon to the Training Portal by going to https://safeguardingtraining.cofeportal.org/ and completing the log in screen with your username and password.
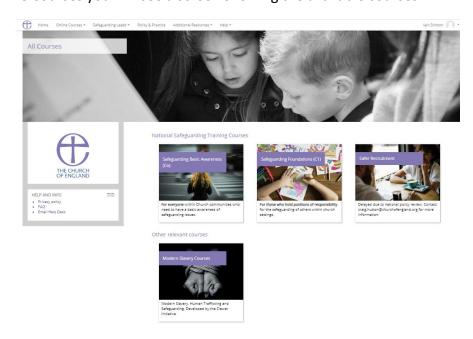
When you log in to the Training Portal you will see a screen similar to the shown one below. Click the box titled Online Courses to access courses through the portal.
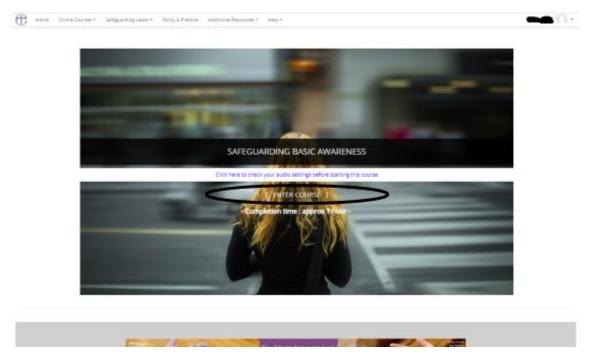

Note the dropdown at the top right of the screen. Click the small downward pointing arrow to access the *Logout* function for when you want to end your session.

After you click Online Courses you will see a screen showing the available courses.

Click on the box for the course *Safeguarding Basic Awareness (C0).*

Click on *ENTER COURSE* to begin the course.

Courses often begin with a description of how to move around ("navigate") the course.

If you are presented with a media player screen such as this

Click the arrow on the left to start the presentation.

You can now follow the course using the navigation instructions given at the start of the course.