

Introducing C0 Safeguarding E-Learning from the National Safeguarding Team

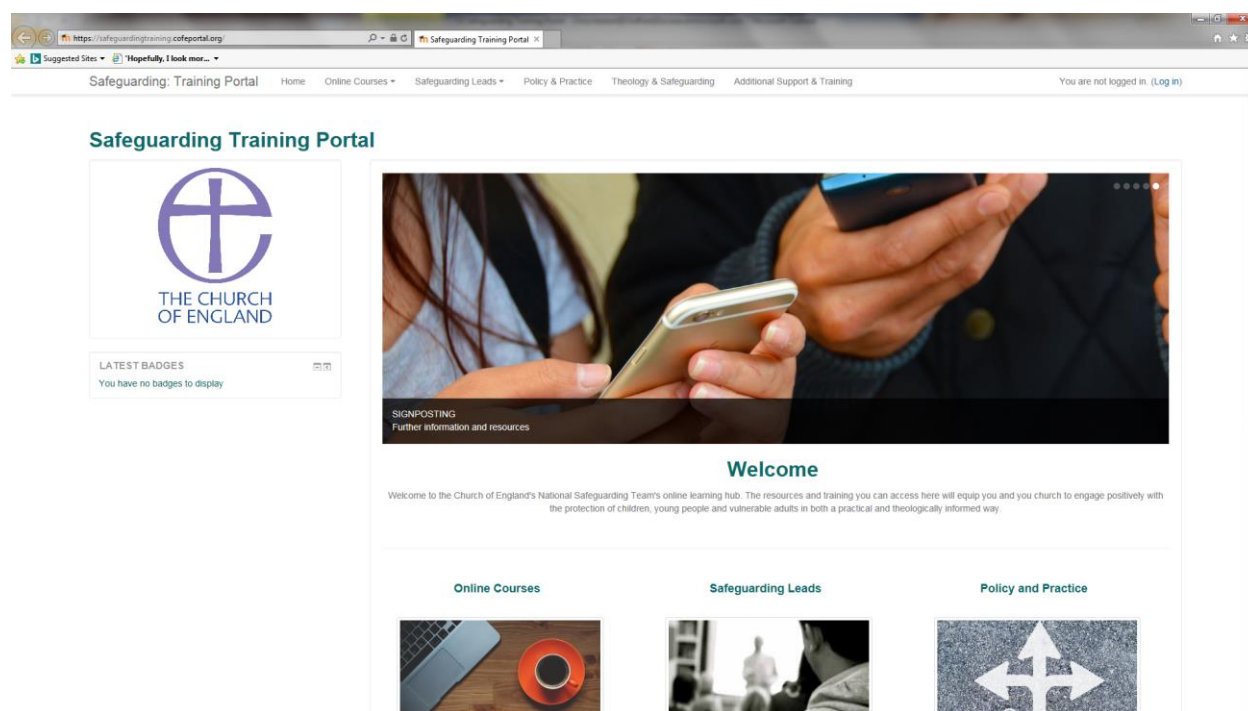
Dear colleagues

I am pleased to be able to announce that C0 is now available online.

In order to access the course please click on the link below:

<https://safeguardingtraining.cofeportal.org/>

Once on this page, those wishing to complete the course should click on the 'Online Courses' picture on the left-hand side of the row of pictures.



You now need to follow the link to register as a new user, highlighted by the red box below.

Is this your first time here?



As you sign in and register to be able complete these online learning modules you will be asked to enter some personal information such as your name, the diocese and parish you belong to and your role within your church community.

This information is used only to create your log in information and track your course completion. The Diocesan Safeguarding Adviser for the diocese in which you live or your training institution (Safeguarding Adviser) will be able to log in to Moodle and check how many people, and who they are, that have completed the online modules.

Please click on the button below and follow the instructions to register as a learner:

Create new account

You will then be prompted to:

- **Create a username and password** (*your user name must be all lower case with no spaces or symbols*)
- **Email Address** (*you will need an individual email address and not a shared, group or generic email address*)
- **Confirm Email Address**
- **First name**
- **Surname**
- **City** (*city or town in which you live*)
- **Country** (*please use the drop down menu to find the United Kingdom*)
- **Diocese** (*select Sheffield from the drop down list*)
- **Training Institution** (*if you are not studying at a training institution, please select 'not part of a training institution' - option 1 on the drop down list*)
- **My Church Name** (*enter the name of the church (or cathedral) where you have a role - this enables the diocese to get reports of who has completed the programme*)
- **Church Role** (*if you have more than one role – enter the most appropriate one*)

Once you've entered the details above you will receive an email to the email address you have used to sign up; this email contains a link which must be followed to confirm your registration.

When you follow the link it will log you on to the system and you will see a screen with boxes with pictures. Click on the box 'Online courses' – this will take you to a page 'All courses'.

Select and click 'my courses' from the navigation panel on the left. Select SG: Basic Awareness. At the next screen, click 'Enter' and it will take you to 'kwango' where you can start the course.

If you complete the course in one go (the full course takes approximately 60 minutes), you are then able to enter your name so you can print off a certificate at the end. If you don't have facilities for printing, don't worry as your completion of the course will be logged and the diocese will get a record of this.

You can leave the course before you've completed it by clicking 'exit activity' at the top right of the screen; then click on your name (top right) and select the 'log out' option. You can then return to it later by logging in using the username and password you have created. To go back to the course, repeat the steps as above for logging on. Select the choice to 'return to the last page' when asked and you are ready to resume the course.

At the end of the course you will also receive an email confirming that you've completed the course.

Possible FAQ section at the bottom of the C0 attachment:-

Do I need to be connected to the internet to do this course?

Yes you will need a computer that is connected to the internet to do the course.

Do I need to have sound to hear parts of the C0 course?

Yes you will need to have access to a computer, which has internal or external speakers, to enable you to listen to the videos.

How long does it take to complete the C0 online course?

This will depend on your computer skills and your knowledge of safeguarding. It is anticipated that it should take you between 45 mins and 1hr 30 mins.

Do I have to complete the C0 course in one visit?

No you can leave the course and come back to it, using the logging details and password you set up to enrol. Just remember to log out when you want to leave it.

Do I need to print off my certificate after completing my C0 online?

You can print it off if you like but it is not required for evidence of completion.

The Diocesan Safeguarding Team will get reports from the system to confirm who has completed the C0 online training.

Do I need to tell anyone else that I've done the course?

You should let your line manager or the person to whom you are responsible know that you have completed the course and it would be helpful to let your parish safeguarding officer know so they can also keep a record.

Do I need to do any other safeguarding training or is the C0 enough?

If you have leadership role or a role working with vulnerable groups (children or adults) you will need to attend another level/s of safeguarding training relevant to your role. Further information is available on the diocesan website (Practice Guidance – Training and Development). For some roles that are not eligible for a DBS (such as the caretaker, servers or welcomers), the C0 is sufficient.

If I'm struggling to access the course or if I have any questions, can I get some help?

Yes, you can contact the Diocesan Safeguarding Training officer at Church House for help and advice.