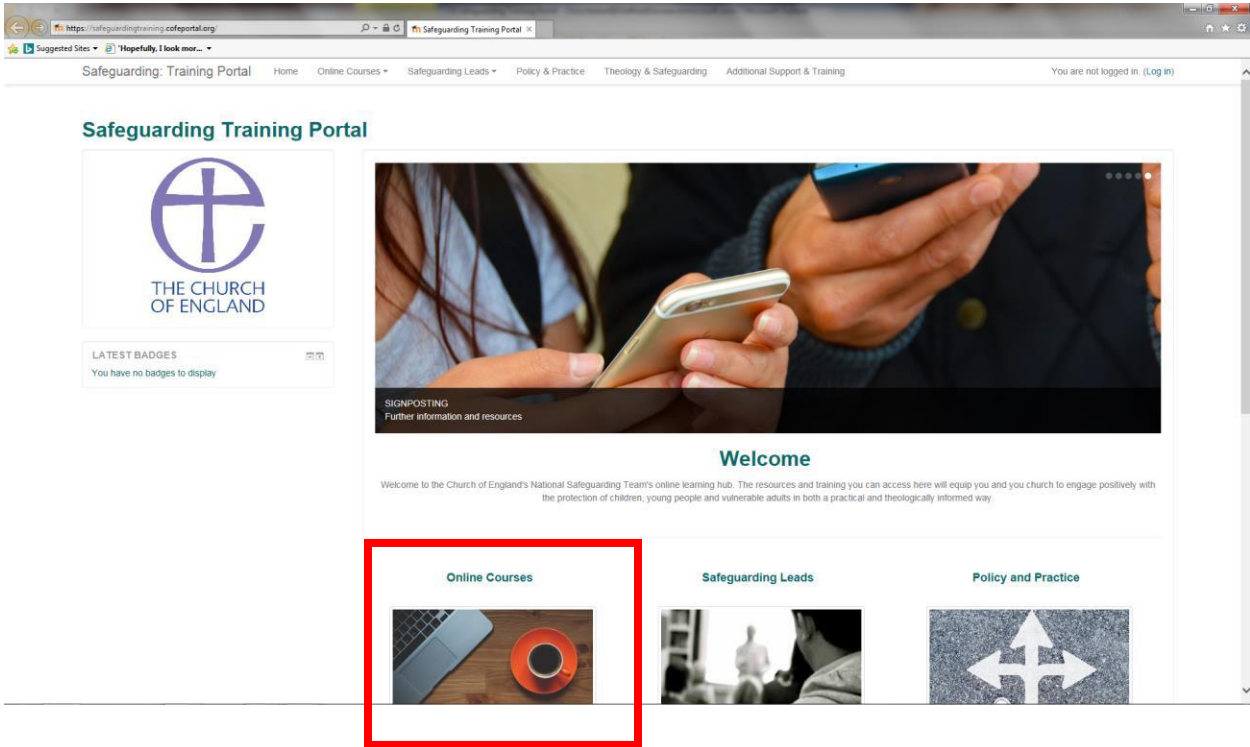## Introducing C0 Safeguarding E-Learning from the National Safeguarding Team

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 username must be all lower case with no spaces or symbols)
- Enter your email address and confirm this (you will need an individual email address and not a shared, group or generic email address)
- First name
- Surname
- City (city or town in which you live)
- Country (please use the drop down menu to select 'United kingdom')
- Diocese (selected via drop down list)
- TEI (If not part of a training institution please select 'not part of a Training Institution – option 1 on the drop down list)
- Enter the name of your church (this enables completions to be tracked by the diocese)
- Enter your church role (If you have more than one, please enter the most appropriate)

Upon completion of this information 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 you are taken back to the safeguarding training portal and prompted to log in. Once logged in you will see the home page with a series of pictures.

Select 'Online Courses' and you will then see:

Select Safeguarding 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. You must then click the close course button on that page in order for your completion of the course to be recorded. If you don't have facilities for printing, don't worry as your completion of the course will be logged, you will receive an email confirming you have completed the course and the diocese will be able to see you have completed the course.

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.