

Diocese of Liverpool Leadership

The Diocese of Liverpool administers its *Leadership* training through the [NST's Safeguarding Training Portal](#).

Before you begin

You will need an account on the Safeguarding Training Portal. If you already have one, you can log in at the following address: <https://safeguardingtraining.cofeportal.org/login/index.php>

If you have difficulty logging in, please see the [Logging In](#) section of the site's Help and FAQ page, or contact the help desk on: elarning@mail.safeguardingtraining.cofeportal.org

If you don't have an account, you can create one by adding a few details on the registration page:
<https://safeguardingtraining.cofeportal.org/login/signup.php>

The registration process is outlined in the [What does the registration process involve?](#) item of the site's Help & FAQ page.

Once you are logged in

The course can be found directly by following the link below:

<https://safeguardingtraining.cofeportal.org/user/index.php?id=527>

Alternatively, you can select *Leadership* from the *Core Pathways* section of the *Courses* menu – or scroll down the home page to the *Courses* section, select the *Leadership* tab and then clicking on the *Liverpool* tile.

[Home](#) [Courses](#) [Resources](#) [Records](#) [Help](#)

Leadership

Please note

Leadership training is administered by Diocesan Safeguarding Teams - to begin, please select the diocese which will be providing your training. If that diocese's name doesn't appear below, please contact them directly - their details can be found either on their own website or through the Church of England page [here](#).

Select the Diocese providing your training:

liverpool



Liverpool Diocese - Leadership

Enrolment onto the new version of the course:

Scroll down to request enrolment into the new course by entering a few details about yourself in the space shown below (please note that the date will have been updated by the time you can access the course).

Request enrolment (sessions starting from mid April 2025)

Please help us to know whether this course is for you by telling us where you are based, your church and current role.

(Please note - you should only request enrolment in this version of the course if you no longer require access to the older version.)

Please enter your details here:

Enrol me

Course Overview

Once your request has been approved by the diocese, the next time you visit the course, you will see the following page:

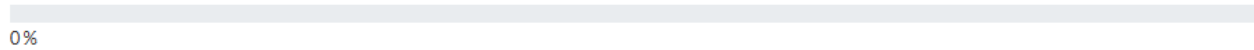
Introduction

The National Safeguarding Learning and Development Framework sets out the vision for safeguarding learning to ensure that all Church officers develop skills and knowledge in safeguarding to an appropriate level.

As a Church we recognise the importance leaders play in creating and maintaining a safe environment for all, in whatever way they support the work of the Church. We are committed to enabling leaders to develop and maintain the necessary knowledge, attitude, behaviours and skills to safeguard and protect children, young people and vulnerable adults.

This pathway supports our Church vision. It is essential that we understand safeguarding as a theological imperative, rooted in the nature and love of God, and outworking in basic commitments to giving equal worth to all.

Course progress:



Make a start

Click on the link below to access the course overview



Course Overview

Read the introduction and click on the Course Overview icon, familiarise yourself with the overview by clicking on the subject titles to expand them, and using the tabs to show different areas. Then click the “Next Activity” button to move on:

Course Overview

This page contains essential orientation information for this pathway. Please read and familiarise yourself with **each tab below** before proceeding by clicking the 'Next Activity' link in the lower right hand side of the page.

[Safeguarding Standards](#) [Learning Outcomes](#) [Overview](#) [How the pathway works on this site](#)

Safeguarding Standards

The Church has committed to developing a set of National Safeguarding Standards as part of our quality assurance framework [\[read more\]](#). You can read more about the National Safeguarding Standards [here on the CoFE website](#)

These standards underpin this pathway and are as follows:

1: CULTURE, LEADERSHIP AND CAPACITY	
2: PREVENTION	
3: RECOGNISING, ASSESSING AND MANAGING RISK	
4: VICTIMS AND SURVIVORS	
5: LEARNING, SUPERVISION AND SUPPORT	



NEXT ACTIVITY

Choose your mode of attendance



Choosing how and when you will attend group sessions:

On the next page, you will be able to choose whether you want to attend the group sessions by Zoom or in person:

Choose your mode of attendance

Select your mode of attendance from the options below.

After you have done this, click the 'Next Activity' link in the lower right hand side of the page to see the available dates.

Group ▲ ▼	Group description ▲ ▼	Count ▲ ▼	Members ▲ ▼	Action ▲ ▼
Attend in person		0	Member list not available	Become member of
Attend via Zoom		1	Member list not available	Become member of

[<<](#) PREVIOUS ACTIVITY
Course Overview

Click the “Become member of” button and then confirm your choice on the next page – once you have made your choice, the “Next Activity” button will appear – click on this to choose the session(s) you will be attending:

Choosing the dates you wish to attend:

Again, click the appropriate “Become member of” button and confirm your choice.

Choose your attendance dates (Zoom)

Join a learning group for the leadership pathway by choosing from the list below.

After you have done this, you can review your booking by clicking the 'Booking Confirmation' link in the lower right hand side of the page.

Group ▲ ▼	Group description ▲ ▼	Count ▲ ▼	Members ▲ ▼	Action ▲ ▼
2025 Group 14 (23rd and 30th April at 10am to 11:30am)		1/19	Member list not available	Become member of
2025 Group 15 (24th April and 1st May at 10am to 11:30am)		1/19	Member list not available	Become member of
2025 Group 16 (30th April and 7th May at 7pm to 8:30pm)		0/19	Member list not available	Become member of

Once your choice is confirmed, you can change your mind by clicking the “Leave group” button, which will appear at the end of your group’s table row, and then select a new group. Click the “Next Activity” button to view your booking confirmation:

Booking Confirmation

You have completed the booking process.

You are currently booked to attend: **2025 Group 14 (23rd and 30th April at 10am to 11:30am) and Attend via Zoom**

You can check these dates and read any further information at any time by [checking the course calendar](#).

—
NEXT : Please proceed to the preparation tasks for session 1, by clicking the 'Next Activity' link in the lower right hand side.



PREVIOUS ACTIVITY
Choose your attendance dates (Zoom)

NEXT ACTIVITY
Session 1: Building Healthy Cultures



The link to the course calendar, will open a page like the following in a new browser tab:

Upcoming events

**Register 1 - Group Training (Group 2025 Group 14 (23rd and 30th April at 10am to 11:30am))**



Wednesday, 23 April, 10:00 AM ▶ 11:30 AM



Course event



You'd put the zoom link for the session in here, along with any other relevant information (for face to face training, you could use this to provide the address of the training location.



London- Leadership



2025 Group 14 (23rd and 30th April at 10am to 11:30am)

**Register 2 - Group Training (Group 2025 Group 14 (23rd and 30th April at 10am to 11:30am))**



Wednesday, 30 April, 10:00 AM ▶ 11:30 AM



Course event



Information goes here, example link: [example link](#)



Some text- a link



London- Leadership



2025 Group 14 (23rd and 30th April at 10am to 11:30am)

It shows details of the group sessions you have booked, including how to access them. Close that tab and then click the “Next Activity” button to begin the preparation material for the first group session:

Preparation Tasks:

Session 1: Building Healthy Cultures



You are currently booked onto 2025 Group 14 (23rd and 30th April at 10am to 11:30am) and Attend via Zoom

Session 1: Building Healthy Cultures

QA standard(s)



The first session focuses on *Culture, Leadership and Capacity*, and *Prevention* (Standards 1 & 2).

Creating environments in which everyone is safe and can flourish is fundamental to our purpose as God's Church. Building safer, healthier cultures is all about modelling attitudes and behaviours

Answer the questions...

Read the introduction and click the "Answer the questions..." button.

Aspect 1: Build effective structures

First, reflect on the written and unwritten 'rules' including reporting and accountability in your church(es).



The structures in our church help to develop and maintain safer, healthier, culture and practice.

I am clear that within our church, leadership is exercised safely.

Our leadership structure invites challenge, scrutiny and accountability.

Everyone with responsibility in our church/s is offered appropriate support. e.g, through supervision, personal support, personal development, coaching mentoring etc.

	Disagree	Not sure	Agree
☒	☐	☐	☐
☒	☐	☐	☐
☒	☐	☐	☐
☒	☐	☐	☐

Briefly explain the reasons for your assessment above.

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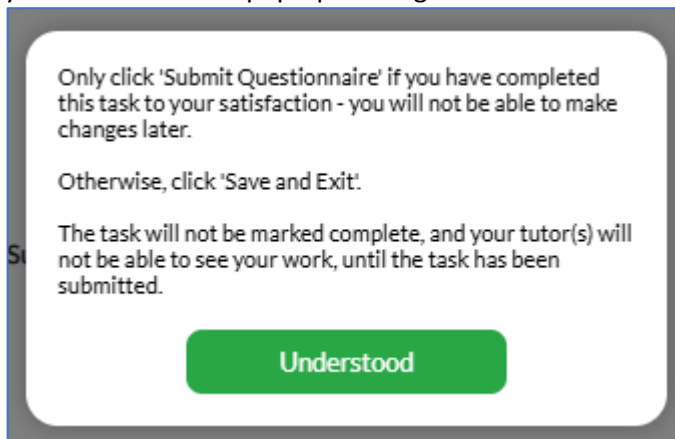
☷

✂

🔗

Answer the questions and click "Next Page" to continue. You can click "Save and exit" at any point – then, simply navigate to the preparation task again and click the "Resume" button – if you end up on an unexpected page of the questionnaire, use the "Previous Page" button to click back through to the point you need.

When you get to the final page and are ready to submit your work, click the “Submit questionnaire” button, confirm that you understand the pop-up message:



Then, click “Submit questionnaire” button again.

If you have chosen an in-person, single-day group then you will now be able to complete the preparation task for the second session in the same way.

Otherwise, you will need to attend your first groupwork session and will be able to access the second session’s preparatory material by returning to the course page, scrolling down and then following the link:

Session 2: Responding Effectively

QA standard(s)  

The second session focuses on *Recognising, Assessing and Managing Risk*, and *Victims & Survivors* (Standards 3 & 4).

Ideally, you should complete these tasks **after** you have attended Session 1 groupwork but **before** you attend Session 2 groupwork.

Click on the link below to access, complete and submit the preparation tasks for this session.

 **Session 2: Responding Effectively**

At this point, you *will* have to wait until the registers have been completed and then you will be able to begin your evaluation task – return to the course and scroll down to the “Evaluating your learning” section, click on the “Evaluation task – Guidance” button and read the material.

The evaluation tasks:

The evaluation task focuses on *Learning, Supervision, and Support* (Standard 5).

Click on the link below to access the guidance notes for this task.



Evaluation task - Guidance

Then, click the “Next Activity” button to move onto the evaluation task:

Click the “Add submission button” You will then be able to add text to the text area or upload a document containing your work.

▼ Add submission

Online text

File submissions

Maximum file size: 20 MB, maximum number of files: 2

Files

Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Image files .ai .bmp .gdraw .gif .ico .jpe .jpeg .jpg .pct .pic .pict .png .svg .svgz .tif .tiff

Presentation files .gslides .odp .otp .potm .potx .ppam .pps .ppsm .ppsx .ppt .ptm .pptx .pub .sti .sxi

Save changes

Cancel

To upload a document, you can either drag it from a folder on your device into the area or click on the word “Files” at the top left of the second section, then, on the file picker, click “upload a file” then “choose a file” then navigate to the document, select it and click “Open” – then, click “Upload this file”:

The screenshot shows a 'File picker' window. On the left, there is a sidebar with the following options: 'Recent files', 'Upload a file' (which is highlighted in blue), 'URL downloader', 'Private files', and 'Wikimedia'. The main content area on the right contains several form fields: 'Attachment' with a 'Choose file' button and the text 'Alternative sc...rable adult.docx', 'Save as' with an empty text input box, 'Author' with the text 'Tim Hardy (Leadership Learner Demo)', 'Choose licence' with a dropdown menu showing 'All rights reserved' and a question mark icon, and an 'Upload this file' button at the bottom right.

Then click the “Save changes” button.

As with the preparatory questionnaires, you can save a draft of your work to return to but your tutors/ the grading staff won’t be able to view your work until you have submitted it – click the “Submit my work” button and confirm that you want to.

Your work will be graded and, if it hasn’t met the conditions, you will have another chance to complete it. If it does meet the conditions, you will be sent an e-mail confirming that your record has been updated and containing a link that will allow you to download your certificate (this takes twenty-four hours from the time your submission is graded).