

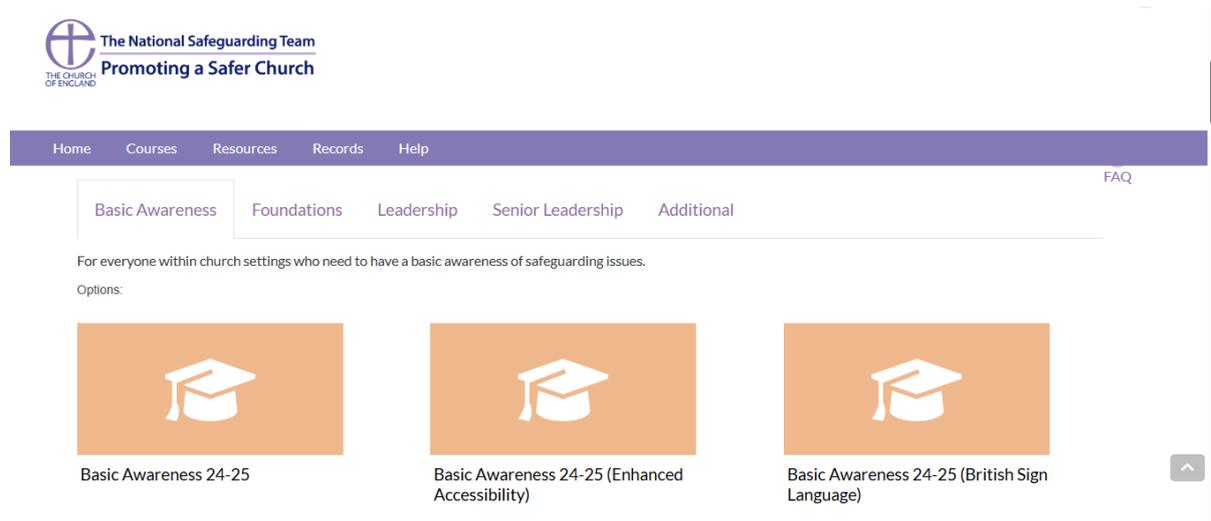
[How to access Foundations Training](#)

Step 1

Log into the portal here: [Home | Safeguarding: Training Portal](#)

Enter your username and password details and press login.

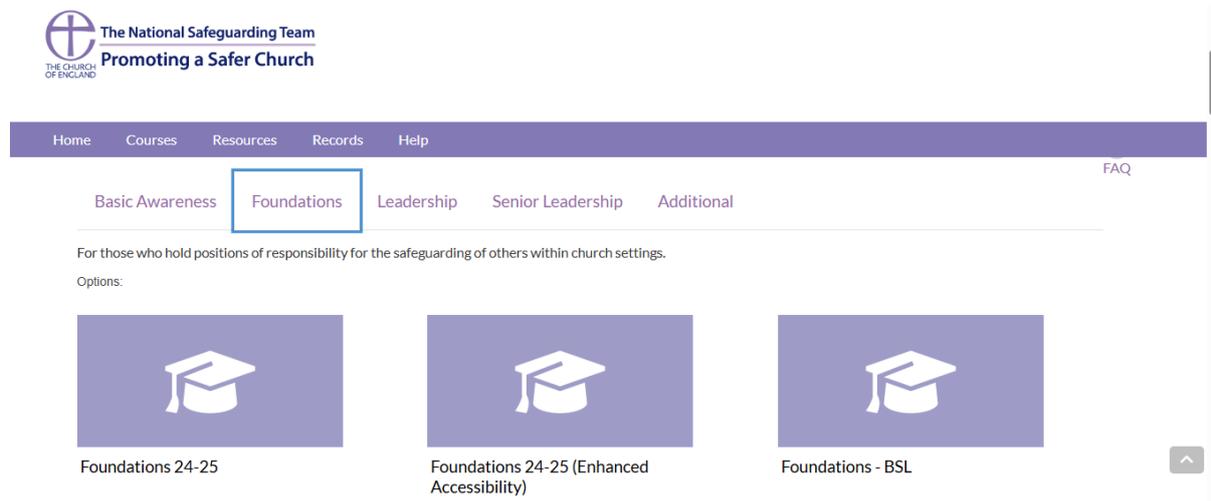
When you access the portal to start the training you will see the following screen:



The screenshot shows the National Safeguarding Team portal. At the top left is the logo for 'The National Safeguarding Team' and 'Promoting a Safer Church'. Below the logo is a navigation bar with links for 'Home', 'Courses', 'Resources', 'Records', and 'Help'. To the right of the navigation bar is an 'FAQ' link. Below the navigation bar is a tabbed interface with five tabs: 'Basic Awareness', 'Foundations', 'Leadership', 'Senior Leadership', and 'Additional'. The 'Basic Awareness' tab is selected. Below the tabs, there is a heading 'For everyone within church settings who need to have a basic awareness of safeguarding issues.' and a sub-heading 'Options:'. There are three orange boxes, each containing a white graduation cap icon. Below each box is a title: 'Basic Awareness 24-25', 'Basic Awareness 24-25 (Enhanced Accessibility)', and 'Basic Awareness 24-25 (British Sign Language)'. A small upward-pointing arrow icon is visible on the right side of the page.

Step 2

Using the tabs, select the Foundations tab (See image below)



The screenshot shows the National Safeguarding Team portal. At the top left is the logo for 'The National Safeguarding Team' and 'Promoting a Safer Church'. Below the logo is a navigation bar with links for 'Home', 'Courses', 'Resources', 'Records', and 'Help'. To the right of the navigation bar is an 'FAQ' link. Below the navigation bar is a tabbed interface with five tabs: 'Basic Awareness', 'Foundations', 'Leadership', 'Senior Leadership', and 'Additional'. The 'Foundations' tab is selected and highlighted with a blue border. Below the tabs, there is a heading 'For those who hold positions of responsibility for the safeguarding of others within church settings.' and a sub-heading 'Options:'. There are three purple boxes, each containing a white graduation cap icon. Below each box is a title: 'Foundations 24-25', 'Foundations 24-25 (Enhanced Accessibility)', and 'Foundations - BSL'. A small upward-pointing arrow icon is visible on the right side of the page.

Step 3

To start the training click on the relevant box

- The box on the left is the standard training course
- The middle box offers the same course with enhanced accessibility
- The box on the right offers the same course with a British Sign Language Interpreter

Step 4

Once you have completed any of the online training courses you will be emailed a certificate, please ensure you let your Parish Safeguarding Officer have a copy for their records.

Note

You can complete the online training at your own pace and can log out at any time, if you want to re-enter the training you will need to log in using the training portal link (as at the beginning of this guide)

PLEASE NOTE ANY ISSUES ACCESSING THE TRAINING PORTAL OR ISSUES WHILST YOU ARE COMPLETING THE TRAINING CANNOT BE DEALT WITH BY THE DIOCESE YOU WILL NEED TO CONTACT THE C OF E TRAINING PORTAL BY EMAILING THE FOLLOWING:

elarning@mail.safeguardingtraining.cofeportal.org