THE CHURCH OF ENGLAND DIOCESE OF NEWCASTLE

Newcastle Diocese Guide to completing Safeguarding Leadership Learning using the Safeguarding Training Portal

Step	Image	Instruction
1	Entransmission of the second s	Go to the Church Of England Safeguarding Portal <u>https://safeguardingtraining.cofeportal.org/</u>
2	Log In Safeguarding Training Portal	Click the Log in Button
3	discussion Frighters your usemance or passions? intermine Each of the high deck. intermine Each of the high deck with the models you will be required to use your one main address intermine. Using registratory you will be acted to a their one module you will be required to use your one module address intermine. Burger registratory you will be acted to a their one module your nume, the discuss address add	Log in using your details Note: If you do not have log in details at this point you can register using the purple "Create new account" button
4	HOME COURSES RESOURCES RECORDS HELP	Select the "Courses" Tab
5	HOME COURSES RESOURCES RECORDS HELP View all Core Pathways Issue-based Pathways Toolkit Pathways Other courses Senior Leadership	Select "Core Pathways" and click on "Leadership"
6	Determinant Line variable Hegatists for environert 5 km variable the docume off not be accepted. Data Ten variable Hegatists for environert 5 km variable the docume off not be accepted. Data Ten variable Hegatists for environert 5 km variable the docume off not be accepted. Line harman Hegatists for environert 5 km variable the docume off not be accepted. Nexc2010 Line maxim	Find "Newcastle" on the list of Diocese and click
7	* Breact Evolutions React for a biosenforter this cause is for you by felling as where you are based, your shock and camera rails. Their you React enter your details here:	In the "request access" section enter vour role and Parish (if applicable) and click Enrol me You will now need to await an email to confirm that a member of the Safeguarding Team reviewed and accepted your request. This may take a few days.
8	Choose your mode of attendance	Once you have received your confirmation email, return to this page and click the "Choose your mode of attendance" button
9	Grag + Grag descriptio + Care + Monitor in on walding Attorn + Attorn / House Trans Taxes 0 Monitor in on walding Taxes areas of a Attorn / House Attorn * 3 Monitor in on walding Taxes areas of a Attorn / House Attorn * 3 Monitor in on walding Taxes areas of a	Select whether you want to Attend Face to Face or on Zoom and click the relevant Become member of button Note: If at any time you need to go back to the previous step, you can use the "Previous activity" button to do so.
10	Do you really want to become member of the group Attend Face to Face? Become member of Attend Face to Face Carcel	If you are sure this is the mode of attendance you want, click the white button to confirm. Note: If you change your mind about this, you can use the "Previous activity" button at any time to go back to the options.

Step	Image	Instruction
11	NEXT ACTIVITY Choose a learning group (Face to Face)	The next page confirms your choice, use the "Next Activity" button to progress to select your session.
12	In a sharing group of the Marking against a by deviced to the Statistics. In terms of the other statistics of the statistic statistical statistics of the statistic statistical statistics of the statistic statistics of the statistics of	You will see a list of available sessions. Choose a session that suits your needs and click the "Become a member of" button Pecome member of
13	Do you really want to become member of the group in Person Leadership #001 (12:01/24.6 22:01/24.@ 10:00m - 11.30m)? Become member of in Press Leadership #03:1120(34.6mg 12:01/24.8 10.0m - 11.30m) Canon	If you are sure this is the session you want, click the white button to confirm.
14	NEXT ACTIVITY Session 1 Preparation	The next page confirms your choice, use the "Next Activity" button to progress to prepare for your first session.
15	Need help ? Contact dorswn@rewcastikanglican.org Links Relevant texts, website and helptimes.	The session handbook, which contains additional useful information, can be downloaded from the "Relevant texts, websites and helplines" link at the left of the screen
16	No an example basised new home of the new to behavior taken by REUTLINGS 12 STORD 74 STORD 11 STORD 11 STORD 75 STORD 74 STORD 75	This page explains what is required prior to the first session. Click the Answer the questions button to complete this
17	Next Page >> Save and exit	Complete the activities as per the on screen instructions then click the next page button. If you wish to return to this later you can click the save and exit button.
18	Submit questionnaire	Complete the activities as per the on screen instructions then click the Submit questionnaire button
19	The same share transmission of the properties of the properties of the same share is a standard	The next page confirms your submission. To print your submission to refer to in the session click "continue"
20	Shipan (fig.Ladevig.1900;). 5 Sesion (.). 5 Sesion (.). 5 Sesion (.). Programmine Weer poor response(.) B. Impositer: Down-Bineti : Graw, Altern Fars II for Link Priva Leader W (1001)1120(1)44.2120(1)44.8150am - 11.50am) Salamithet en banka: 11 Newelle 2013; 13 PM Programmine activity	This will bring up your results. This can be printed in the same way you would usually print documents.
21	NEXT ACTIVITY Groupwork 1 (Zoom Meeting)	This is everything which needs to be completed prior to the session. If you are attending in person the next page will detail your event location. If attending via zoom the next page will open the zoom link, so please do not click until the time for your zoom session.

If you require technical support on this please email <u>elearning@mail.safeguardingtraining.cofeportal.org</u>

If you need any assistance with the content of this programme please contact <u>d.brown@Newcastle.Anglican.org</u>