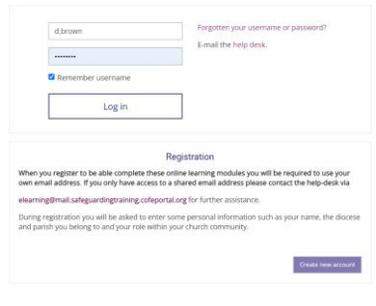
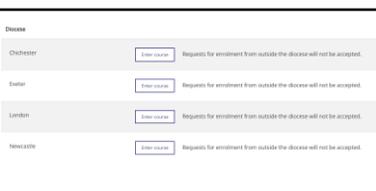
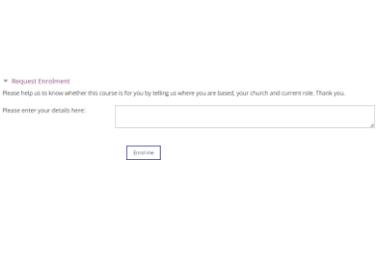
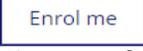
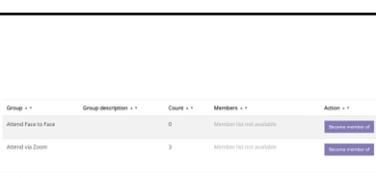
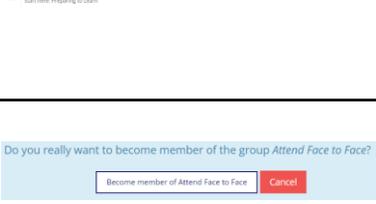
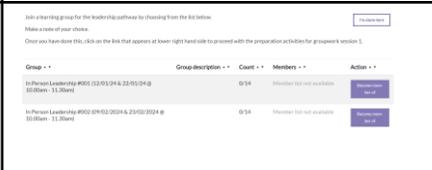
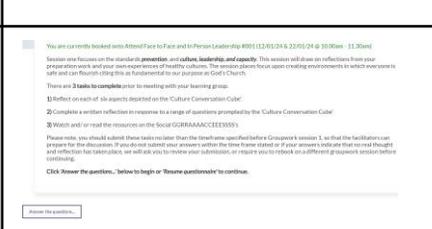
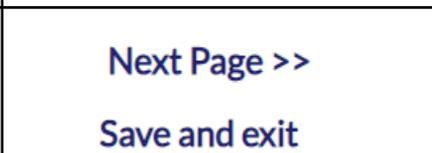
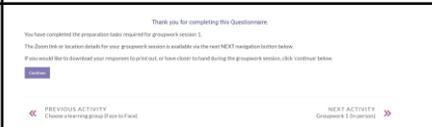
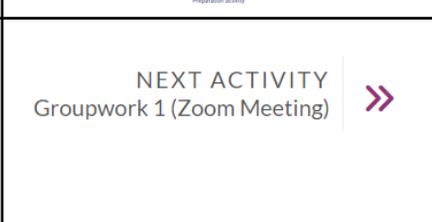


Step	Image	Instruction
1		Go to the Church Of England Safeguarding Portal https://safeguardingtraining.cofeportal.org/
2		Click the Log in Button
3		Log in using your details Note: If you do not have log in details at this point you can register using the purple “Create new account” button
4		Select the “Courses” Tab
5		Select “Core Pathways” and click on “Leadership”
6		Find “Newcastle” on the list of Diocese and click 
7		In the “request access” section enter your role and Parish (if applicable) and click  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		Select whether you want to Attend Face to Face or on Zoom and click the relevant  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		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		The next page confirms your choice, use the “Next Activity” button to progress to select your session.
12		You will see a list of available sessions. Choose a session that suits your needs and click the “Become a member of” button
13		If you are sure this is the session you want, click the white button to confirm.
14		The next page confirms your choice, use the “Next Activity” button to progress to prepare for your first session.
15		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		This page explains what is required prior to the first session. Click the Answer the questions... button to complete this
17		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		Complete the activities as per the on screen instructions then click the Submit questionnaire button
19		The next page confirms your submission. To print your submission to refer to in the session click “continue”
20		This will bring up your results. This can be printed in the same way you would usually print documents.
21		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 elarning@mail.safeguardingtraining.cofeportal.org

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