



Safeguarding Training

Everyone who works or volunteers with children or vulnerable adults should complete the appropriate online safeguarding training. We are all now required to complete the new online training provided by the Church of England from 2021. If you completed your training before this time it should be renewed now and be updated every three years.

The details of how to access the training are below. Everyone should complete the 'Basic Awareness' module and all working directly with children or adults should also complete the Foundation module. Group leaders should also complete the Safer Recruitment module. When your training is complete please forward your certificates along with a note of which church organisations you are involved with, to: child.safeguarding@parishofhornchurch.co.uk (for both children's and adult groups)

Accessing Online Training

For online Safeguarding training or e-learning please go to the Church of England National Safeguarding Online Training Portal here: <https://safeguardingtraining.cofeportal.org/>

You will need to create an account on your first visit – when creating an account you **must enter the town/village and church name**, this will be : **Hornchurch and St.**

Andrews. You will also be asked to give your role description eg Toddler Group Assistant or Youth Group Leader, volunteer etc

There is some useful guidance on how to create your account here: https://www.chelmsford.anglican.org/uploads-new/pages/CofE_Training_Portal_Guidance.pdf.

Within the portal you will be able to access the following online training courses:

> **Basic Awareness**: to be completed by anyone who holds a role within the church.

> **Foundation**: to be completed in addition to the Basic Awareness by anyone who works directly with Children and/or Adults. Also to be completed by PCC Members, Churchwardens and PSOs.

> **Safer Recruitment and People Management**: to be completed by all group leaders and those who are responsible for safely recruiting anyone applying for a role within the church, whether paid or unpaid including those who are elected to roles. This would include PCC members and anyone who would be responsible for supervision/oversight or managing people in their church roles.

Many thanks for your help to keep everyone safe within our Parish
Lynne Girkin and Eileen Morris
Parish of Hornchurch Safeguarding Team