Safeguarding Training for Clergy, Deacons & Seminarians

1. How do I register and what do I need to register?

To Register – You will need:

📧 your RCDOW email address (*Seminarians should use personal email)

You will also need to know and enter the following details **accurately**:

Your Diocese (select Westminster)

📍 **Parish/Chaplaincy location** (as it appears in year book/directory e.g. Stonebridge)

🏛 **Name of Church/Chaplaincy** (e.g. Five Precious Wounds)

*Not based in a parish? See Frequently Asked Questions, page 3.

💻 **To access the CSSA LMS Training website –** click:

https://training.catholicsafeguarding.org.uk/

Welcome to the **Catholic Safeguarding Standards Agency** Learning Portal

This resource has been made available for you to learn through the CSSA safeguarding national standards the importance of safeguarding in relation to your Ministry or role within the Catholic Church of England and Wales. Here you can learn about safeguarding through LIVE sessions with qualified tutors, or at your own pace with dedicated online modules. All courses are open and free for everyone. Sign up today to join our learning community.

Sign up   Log in

2. How do I know which course to complete?

Level 3 Safeguarding training for Clergy, Staff and DBS Volunteers in the Diocese of Westminster

Author: CSSA & Diocese of Westminster   Level: Mandatory   Study time: 60 to 75 min

Register for free!

COURSE OVERVIEW
Our mandatory training course in safeguarding for Clergy, Deacons, Seminarians, Curia staff, Parish employees and Volunteers with a DBS.

The training **"Level 3 Safeguarding training for Clergy, Staff and DBS Volunteers in the Diocese of Westminster"** will be visible once you sign into the training platform. If the course does not appear on your home page, please use the following link to enroll:
https://training.catholicsafeguarding.org.uk/course/westminsterarchdiocese

3. How to complete the online registration form:

*YOUR ROLE (dropdown)

Senior Clergy =	Cardinal, Bishop, Monsignor, Vicar General or Superior
*Clergy/Chaplains/Deacons =	Priest/Assistant Priest/Chaplain/Deacon/Retired Clergy
*Seminarians =	College Student/Seminarian

N.B. The roles are set by CSSA and used across all Dioceses.

enter **name as per your DBS**

enter RCDOW email address

create a password

select → Diocese of Westminster

select * (see above)

Parish location = Parish/Chaplaincy e.g. Stonebridge

Church Name = Church Name e.g., Five Precious Wounds

leave blank

Tick the box to accept the terms & conditions (required)
Tick the box to agree to further contact from CSSA (optional)

password reset option – as and when needed

4. After I complete my training what do I need to do?

You are required to renew your DBS, online and in person training every 3 years or earlier.

Frequently Asked Questions

1. I don't have an RCDOW email address or internet access, how do I do the training?

Using your RCDOW email is another way for us to match your details. If you must use a personal email, make sure your name matches your DBS certificate. If you don't have internet access, your Diocesan contact or local Parish will be able to assist you or contact the Safeguarding Service on 020 7798 9352 (option 4).

**2. I'm not based in a Parish, what should I put for my location and church name?**

	Location	*Parish/Church Name*
Retired Priest	*Westminster*	*Retired / Retired Supply*
Seminarian	*Westminster*	*Seminary e.g. Allen Hall*
Chaplaincy	*Westminster*	*Hospital / School / Prison / University*

3. How do I check on my progress?

A. *Your home screen will display the courses you are enrolled on. The progress bar underneath each course will show the percentage you have completed so far*
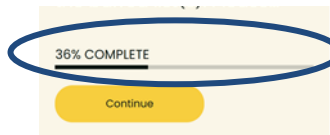
B. *In the training module you can open up the sidebar (to the left) to see the remaining modules and the approximate length of time remaining*
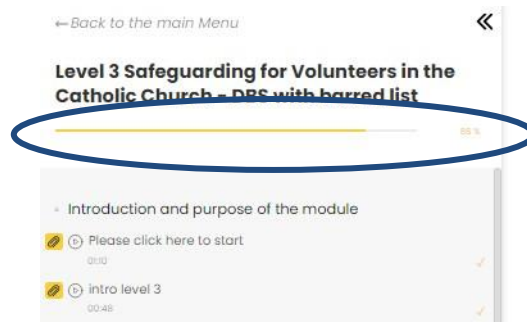
4. How much time do I need to complete the training?

The Safeguarding Course should take approximately one-hour - each course gives a time estimate on the course landing page

5. Do I need any specific software or equipment for the training?

No - the training will work on desktop computers, laptops, tablets, and smartphones and requires internet access

6. Can I access the course content offline?

No - the LMS platform is hosted online only and can be accessed through the main CSSA website (Catholic Safeguarding Standards Agency)

7. If I have questions or encounter difficulties during the course, who should I contact?

If you are having technical issues or problems accessing the LMS please email the CSSA training team at: **learning@cbcew.org.uk**

8. Do I have to finish the training in one sitting?

All training available on the LMS platform is self-paced. You can stop and restart the module as needed. The system will keep track and save your progress

9. Are there any assessments during the training?

Yes - there are 10 multiple choice questions. To pass and achieve your certification, you must obtain at least 80%. You are able to review your answers at the end

10. Will I receive a certificate upon completing the training?

Yes - on completion of the course successfully, you will automatically receive a certificate which you can download and print/save.

11. How often are the courses updated?

The content is reviewed by the CSSA regularly to ensure that it meets the required standards and recent changes in legislation and good practice. The learning modules are in the process of being accredited by CPD (Continuing Professional Development) bodies.

12. Is there anything additional I need to know for my staff and volunteers?

Yes! Be sure to encourage all staff and volunteers to complete safeguarding training and (if required) renew their DBS every 3 years. The parish is responsible for keeping a register of training for non-DBS volunteers, we have resources on our website to help if needed:
https://rcdow.org.uk/safeguarding/traning-dates/

Safeguarding training forms part of the Diocesan commitment to embedding safeguarding and compliance for audit.

Safeguarding is everyone's responsibility