

# Safeguarding Training for Curia Staff & Parish Employees

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

**To Register** – You will need:



your RCDOW email address (\*If you do not have one use your personal email)

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



**Your Diocese** (select Westminster)



**Curia Staff:** Your workplace location (e.g. Vaughan House)

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



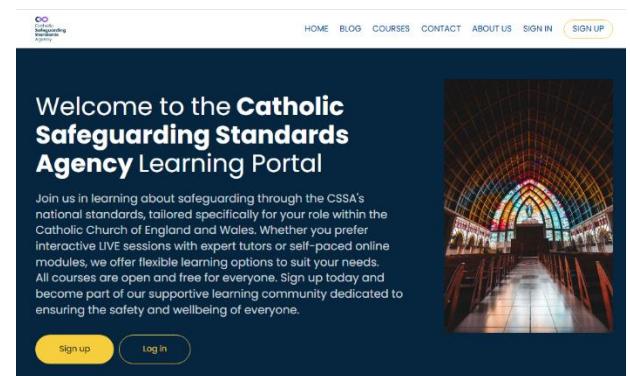
**Curia Staff:** Name of your team (e.g. Human Resources)

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



To access the CSSA LMS Training website – click:

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



## 2. How do I know which course to complete?



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:

The form is a registration page for the Catholic Safeguarding Standards Agency of England & Wales. It includes fields for social media sign-in, full name, email, password, organization, role, parish location, church name, and optional group/cohorts. It also includes terms and conditions checkboxes and a password reset link.

Fields and instructions:

- Sign up to Catholic Safeguarding Standards Agency of England & Wales!
- Sign in/up with Facebook
- Sign in/up with Twitter
- Sign in/up with LinkedIn
- Sign in/up with Google
- Sign in/up with Apple
- What's your full name? (Name/surname) → enter name as per your HR/DBS record
- What's your e-mail? (E-mail) → enter RCDOW email address (see page 1)
- Your password? (Password) → create a password
- Your Dioceses or associated organisation (Choose one) → select Diocese of Westminster
- Your Role in the Dioceses/Religious Order (Please select one) → select Diocesan/parish Employee
- Location of the Parish (City/Town) → Parish location = See page 1
- Name of the Parish/Church → Church Name = See page 1
- Group/Cohort/Community/Event (optional) (Optional) → leave blank
- I accept the Terms & Conditions → Tick the box to accept the terms & conditions (required)
- I would like to receive news, tips and tricks, and other promotional material → Tick the box to agree to further contact from CSSA (optional)
- Start your learning journey → password reset option if needed
- Sign in with your account
- Forgot your password?

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

You are required to renew your training every 2 years. You should let your Manager/Head of Service/Parish Priest know you have completed your training for your performance review.

## Frequently Asked Questions

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

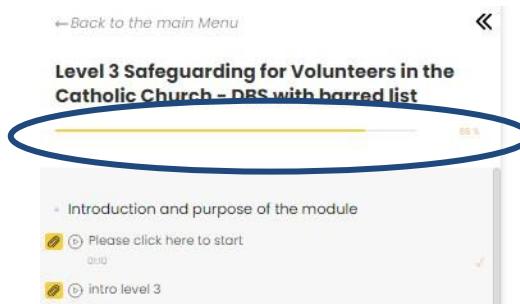
Speak to your Manager, Parish Priest or Head of Service for further assistance.

### 2. 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



### 3. 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.

### 4. 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.

### 5. 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)

### 6. 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 contact the CSSA training

team at: [learning@cbcew.org.uk](mailto:learning@cbcew.org.uk) If you need support to access/complete the training speak to your Manager, Parish Priest or Head of Service.

## **7. 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

## **8. 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

## **9. 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.

## **10. 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.

## **11. I'm a manager is there anything additional I need to know?**

Yes! Be sure to encourage your staff to complete safeguarding training and (if required) renew their DBS every 3 years. Online safeguarding training forms part of the Diocesan performance review and probation.

If your Parish/Curia team manages NON-DBS Volunteers, you will need to keep a record of their training for compliance. Parish Resources are available on our website to adapt and use.

<https://rcdow.org.uk/safeguarding/training-dates/>

**Safeguarding is everyone's responsibility**

---

Safeguarding Service Training Enquiries (Monday-Friday 9am-5pm)

 [safeguardingadmin@rcdow.org.uk](mailto:safeguardingadmin@rcdow.org.uk)

or

 020 7998 9352 (option 4)