



Safeguarding Training for Parish Safeguarding Representatives (PSR)

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

To Register – You will need:



your personal email address

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)

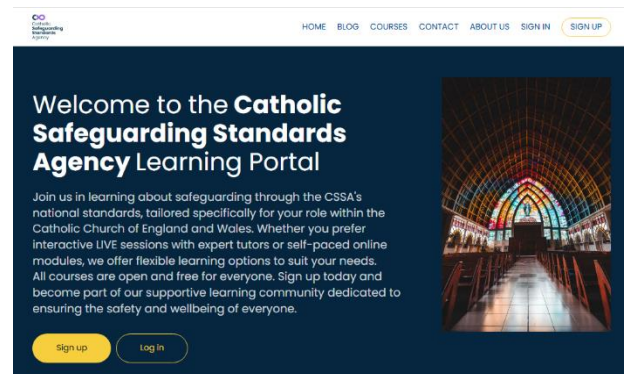


Name of Church/Chaplaincy (e.g. Five Precious Wounds)



To access the CSSA LMS Training website – click:

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



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:

The screenshot shows a registration form for the Catholic Safeguarding Standards Agency of England & Wales. The form includes social media login options (Facebook, Twitter, LinkedIn, Google, Apple), a separator, and several text and dropdown fields. Blue arrows point from the form fields to explanatory text on the right. An orange arrow points to the 'Forgot your password?' link at the bottom.

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

— OF —

What's your full name?
Name/Surname → enter name as per Westminster DBS certificate

What's your e-mail?
E-mail → enter personal email address

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 PSR Parish Safeguarding Representative

Location of the Parish (City/Town)
→ Parish location e.g. Stonebridge

Name of the Parish/Church
→ Church Name e.g. Five Precious Wounds

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

Sign in with your account Forgot your password? → password reset option if needed

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

You are required to renew your online, in person training and DBS every 3 years. For details of in person training sessions please visit our website for more details:

<https://rcdow.org.uk/safeguarding/psr-parish-safeguarding-representative/>

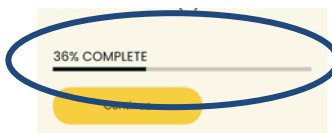
Frequently Asked Questions

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

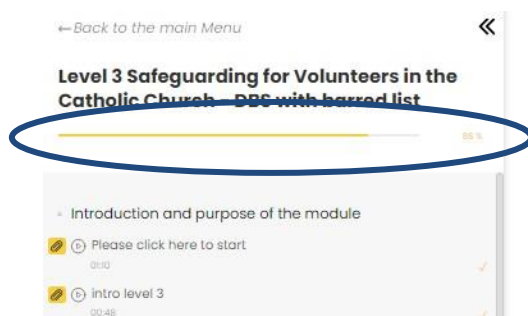
Speak to your Activity Lead, parish office or PSR for further assistance or contact the Safeguarding Service on 020 7798 9352 (option 4).

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 email the CSSA training team at: training@catholicsafeguarding.org.uk

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 manage a team of volunteers is there anything additional I need to know?

Yes! Be sure to encourage all 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

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



safeguardingadmin@rcdow.org.uk

or



020 7998 9352 (option 4)