



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)

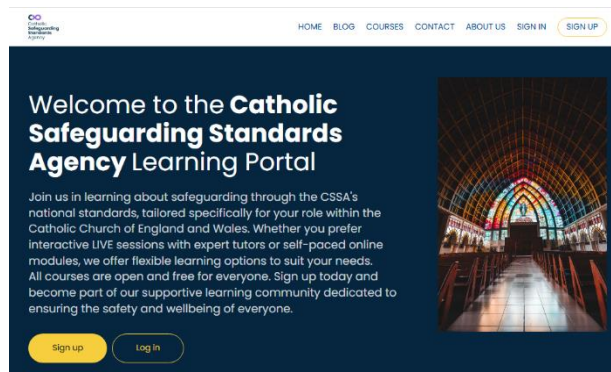


Name of Church/Chaplaincy (e.g. Five Precious Wounds)



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

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 titled "Sign up to Catholic Safeguarding Standards Agency of England & Wales!". The form includes social media login options (Facebook, Twitter, LinkedIn, Google, Apple) and a "Sign up" button. Below these are fields for "What's your full name?", "What's your e-mail?", and "Your password?". There are also dropdown menus for "Your Dioceses or associated organisation" (selected: "Diocese of Westminster") and "Your Role in the Dioceses/Religious Order" (selected: "PSR Parish Safeguarding Representative"). Text fields for "Location of the Parish (City/Town)" and "Name of the Parish/Church" are present. An optional dropdown for "Group/Cohort/Community/Event" is set to "Optional". Two checkboxes are shown: "I accept the Terms & Conditions" and "I would like to receive news, tips and tricks, and other promotional material". A "Start your learning journey" button is at the bottom. A "Forgot your password?" link is at the bottom right. Annotations with arrows point to various fields: "enter name as per Westminster DBS certificate" points to the full name field; "enter personal email address" points to the email field; "create a password" points to the password field; "select" points to the diocese dropdown; "select" points to the role dropdown; "Parish location e.g. Stonebridge" points to the location field; "Church Name e.g. Five Precious Wounds" points to the parish name field; "leave blank" points to the optional dropdown; "Tick the box to accept the terms & conditions (required)" points to the first checkbox; "Tick the box to agree to further contact from CSSA (optional)" points to the second checkbox; and "password reset option if needed" points to the "Forgot your password?" link.

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

What's your e-mail?
E-mail

Your password?
Password

Your Dioceses or associated organisation
Choose one

Your Role in the Dioceses/Religious Order
Please select one

Location of the Parish (City/Town)

Name of the Parish/Church

Group/Cohort/Community/Event (optional)
Optional

☐ I accept the Terms & Conditions
☐ I would like to receive news, tips and tricks, and other promotional material

Start your learning journey

Sign in with your account Forgot your password?

enter name as per Westminster DBS certificate

enter personal email address

create a password

select Diocese of Westminster

select PSR Parish Safeguarding Representative

Parish location e.g. Stonebridge

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 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/>

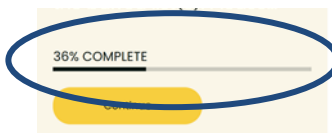
Frequently Asked Questions

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

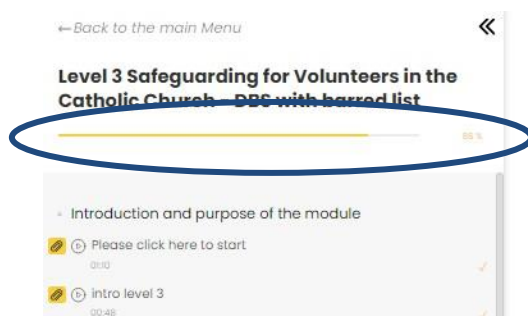
Speak to your Activity Lead, parish office or PSR for further assistance or contact the Safeguarding Service on 020 7798 9352 (option 4).

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: learning@cbcew.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)