

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/>



The screenshot shows the homepage of the Catholic Safeguarding Standards Agency Learning Portal. At the top, there is a navigation bar with links for HOME, BLOG, COURSES, CONTACT, ABOUT US, SIGN IN, and SIGN UP. The main heading is "Welcome to the **Catholic Safeguarding Standards Agency** Learning Portal". Below the heading, there is a brief description of the portal's purpose: "Join us in learning about safeguarding through the CSSA's national standards, tailored specifically for your role within the Catholic Church of England and Wales. Whether you prefer interactive LIVE sessions with expert tutors or self-paced online modules, we offer flexible learning options to suit your needs. All courses are open and free for everyone. Sign up today and become part of our supportive learning community dedicated to ensuring the safety and wellbeing of everyone." At the bottom of the page, there are two buttons: "sign up" and "Log in". To the right of the text, there is a small image of a church interior with a stained glass window.

2. How do I know which course to complete?



The screenshot shows the course page for "Level 3 Safeguarding training for Clergy, Staff and DBS Volunteers in the Diocese of Westminster". The course is described as "Mandatory" and has a "Study time: 60 to 75 min". There is a "Register for free" button. Below the course description, there is a "COURSE OVERVIEW" section with the following text: "Our mandatory training course in safeguarding for Clergy, Deacons, Seminarians, Curia staff, Parish employees and Volunteers with a DBS." At the bottom of the page, there is a large image of a church building.

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:

Sign up to Catholic Safeguarding Standards Agency of England & Wales!

– OR –

What's your full name?
Name/Surname

What's your e-mail?
E-mail

Your password?
Password

Your Dioceses or associated organisation
Choose one: Diocese of Westminster

Your Role in the Dioceses/Religious Order
Please select one: PSR Parish Safeguarding Representative

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

select

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?

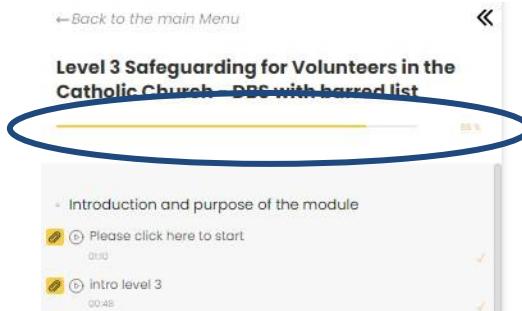
Speak to your Activity Lead, parish office or PSR for further assistance or contact the Safeguarding Service on 020 7798 9352 (option 4).

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/training-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)