

Safeguarding Training for Volunteers (without DBS)

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

To Register – You will need:



your 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)

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



To access the CSSA LMS Training website – click:

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



2. How do I know which course to complete?

In the Diocese of Westminster all roles complete the Level 3 training regardless of DBS, that way everyone has the same knowledge to keep themselves and others safe.

Level 3 Safeguarding training for Volunteers in the Catholic Church

Author: CSSA Level: Advanced Study time: 60 to 75 min

[Register for free!](#)



COURSE OVERVIEW

Our advanced training course is designed for volunteers in the Catholic Church, who require a DBS certificate which is also checked against the barred list(s). Please check your DBS certificate, or with your Safeguarding Coordinator, whether this is the right training course for you.

The training **“Level 3 Safeguarding training for Volunteers in the Catholic Church”** will be visible once they 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/safeguarding-for-volunteers-in-the-catholic-church-l3>

3. How to complete the online registration form:

The screenshot shows the online registration form for the Catholic Safeguarding Standards Agency of England & Wales. The form is divided into sections with arrows indicating the required input for each field:

- Name:** What's your full name? (Name/Surname) → enter full name (match to passport)
- Email:** What's your e-mail? (E-mail) → enter personal email address
- Password:** Your password? (Password) → create a password
- Diocese:** Your Dioceses or associated organisation (Choose one) → select Diocese of Westminster
- Role:** Your Role in the Dioceses/Religious Order (Please select one) → select Westminster Volunteer no DBS
- Parish Location:** Location of the Parish (City/Town) → Parish location e.g. Stonebridge
- Church Name:** Name of the Parish/Church → Church Name e.g. Five Precious Wounds
- Group/Community:** Group/Cohort/Community/Event (optional) (Optional) → leave blank
- Terms and Conditions:** I accept the Terms & Conditions → Tick the box to accept the terms & conditions (required)
- Further Contact:** I would like to receive news, tips and tricks, and other promotional material → Tick the box to agree to further contact from CSSA (optional)
- Password Reset:** Sign in with your account → password reset option – as and when needed

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

You should provide a copy of the certificate to your parish so that they can update their training register. Contact your Parish office or PSR for more information.

Make sure to renew your training every 3 years. If you change roles make sure you have the necessary training, and if required DBS, to carry out your role safely.

Frequently Asked Questions

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

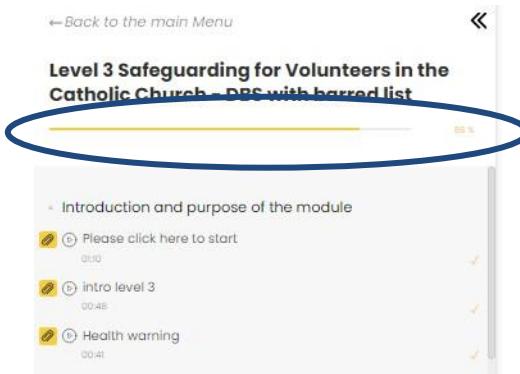
Speak to your Activity Lead, parish office or PSR for further assistance.

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

If you need help to access/complete the training please speak to your Parish Safeguarding Representative, Parish Priest or Activity Lead.

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 the lead of our parish group/event, 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)