

Training Guidance for those within the parish supporting volunteers or staff to access the online safeguarding training

The CSSA has mandated that all volunteers complete safeguarding training. Volunteers or staff who experience difficulty accessing the online modules may require practical support from the parish.

This guidance is designed for those assisting individuals to access the online safeguarding training, for Clergy, Staff and DBS Volunteers.

How you can support individuals to access training



Step 1: You will need to log into the training site via your own LMS account to show the training on the parish hall screen or parish computer. The course link is available here: [Level 3 Safeguarding training for Clergy, Staff and DBS Volunteers in the Diocese of Westminster](#)

Make sure you have sound and visual connection on the device you are using prior to the session

Step 2: Assist the individual or small group to access the course content and interactive functions. The session can take over 2 hours to deliver including the course content and questionnaire completion. The training provider recommends that groups are limited to 10 and under.

Step 3: At the end of the session, participants will need to complete an online or paper questionnaire to produce their certificate of completion and they may need to access a parish device to do this.

Online Questionnaire

Step 1: Support the individual to sign up to the LMS system in the role of **Level 3 Assessment**

ONLY. Please note:

- The name must match their DBS certificate so that their learning can be appropriately recorded by the Safeguarding Service

- The role to enter in the LMS system is: Level 3 Assessment only

Your Role in the Dioceses/Religious Order *

Volunteer Level 3/Assessment only

Step 2: You'll be able to print the certificate once the questionnaire is completed. If they use their own device they can download the certificate for email.

Volunteers are required to have an 80% pass mark by the training provider and have 3 attempts at the questionnaire. If they fail all 3 you will need to contact safeguardingadmin@rcdow.org.uk to request that their account is reset. This requires us to request a reset with the training provider which can take several days for the provider to complete.

Paper Questionnaire

Step 1: Request the paper questionnaire from Safeguarding Service Training Team at least 7 days prior to delivery. The questionnaire is subject to change based on training provider updates.

Step 2: Provide the individual with the paper questionnaire to complete. They will need to confirm they have completed the questionnaire. In addition, the Line Manager or Parish Representative that assists with the session (Parish Priest, PSR or Training Volunteer) must confirm on the questionnaire that the applicant completed the questionnaire individually and that they have completed the training.

Step 3: The completed questionnaire must be scanned and sent to safeguardingadmin@rcdow.org.uk

Step 4: The questionnaire will then be input into the LMS system by the Safeguarding Service to produce the certificate and this will be returned to the Training Presenter for distribution. Please allow 10 working days for the certificate to be produced.

Accessible Learning for Non-DBS Volunteers and Wider Parish Safeguarding Awareness

The Safeguarding Service has developed a presentation specifically for non-DBS volunteers within your parish. Its purpose is to support you in delivering clear, consistent safeguarding messages and in presenting your parish's safeguarding practices to volunteer groups and individuals.

This session should take approximately 1-1.5 hours dependent on the participation.

We are working with the LMS Training Team to have this uploaded to the LMS Training platform for ease of access. To access the recorded video presentation and training support materials for this training please email safeguardingadmin@rcdow.org.uk so that we can discuss the options of delivery.

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