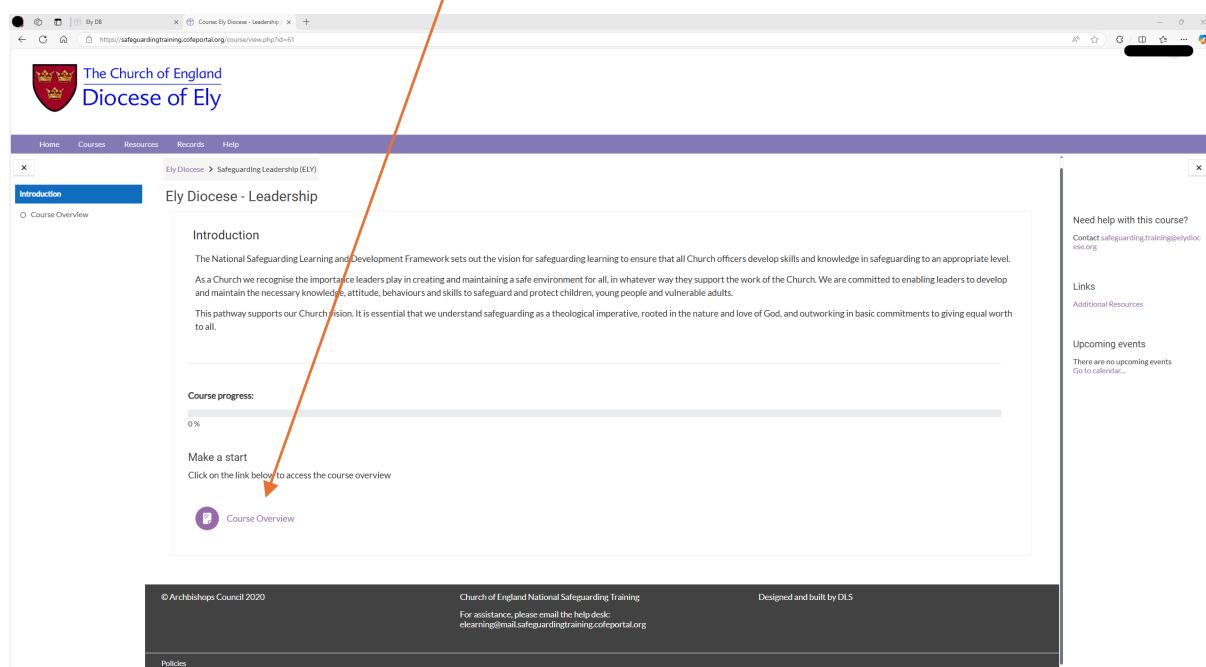


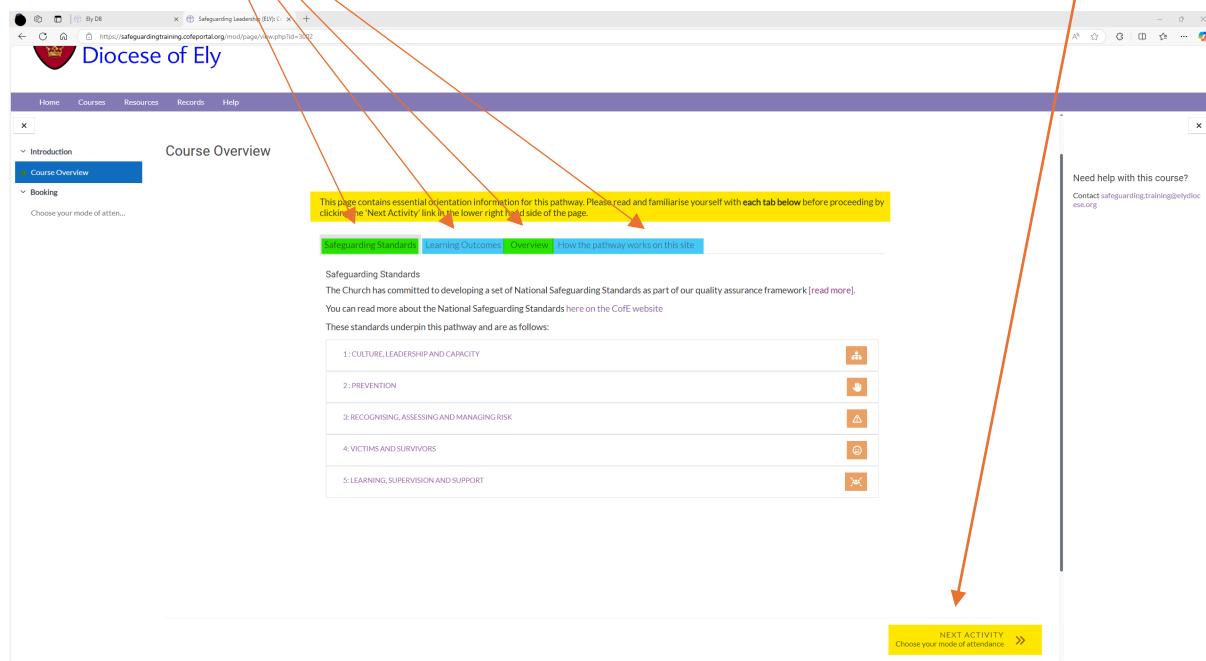
# How to choose Leadership training dates and get started with your Pre Course Work

Start by logging into the training portal and go into the Leadership Course. From here you will need to click on 'Course Overview'.



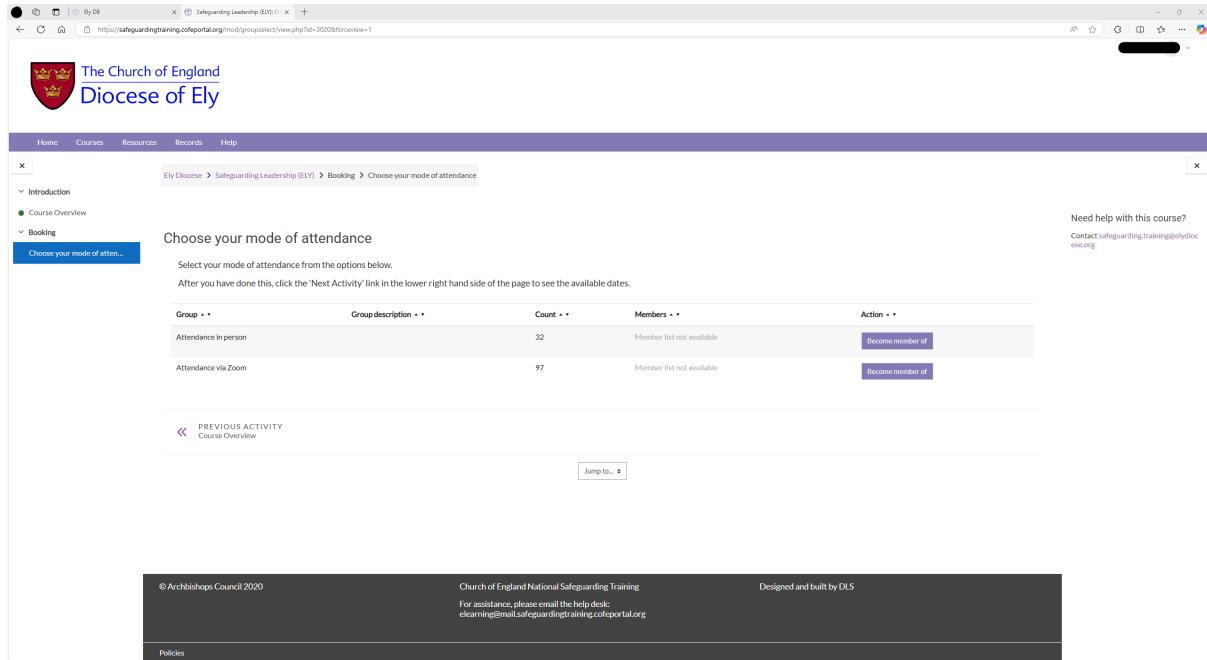
The screenshot shows the 'Ely Diocese - Leadership' course overview page. The main content area includes an 'Introduction' section with text about the National Safeguarding Learning and Development Framework, a 'Course progress:' bar at 0%, and a 'Make a start' button with the text 'Click on the link below to access the course overview'. A red arrow points to this button. Below the main content is a footer with links to '© Archbishops Council 2020', 'Church of England National Safeguarding Training', 'Designed and built by DLS', and 'Policies'.

Each of these tabs gives you information please read through these and then click in the bottom right hand corner to move onto date selection.



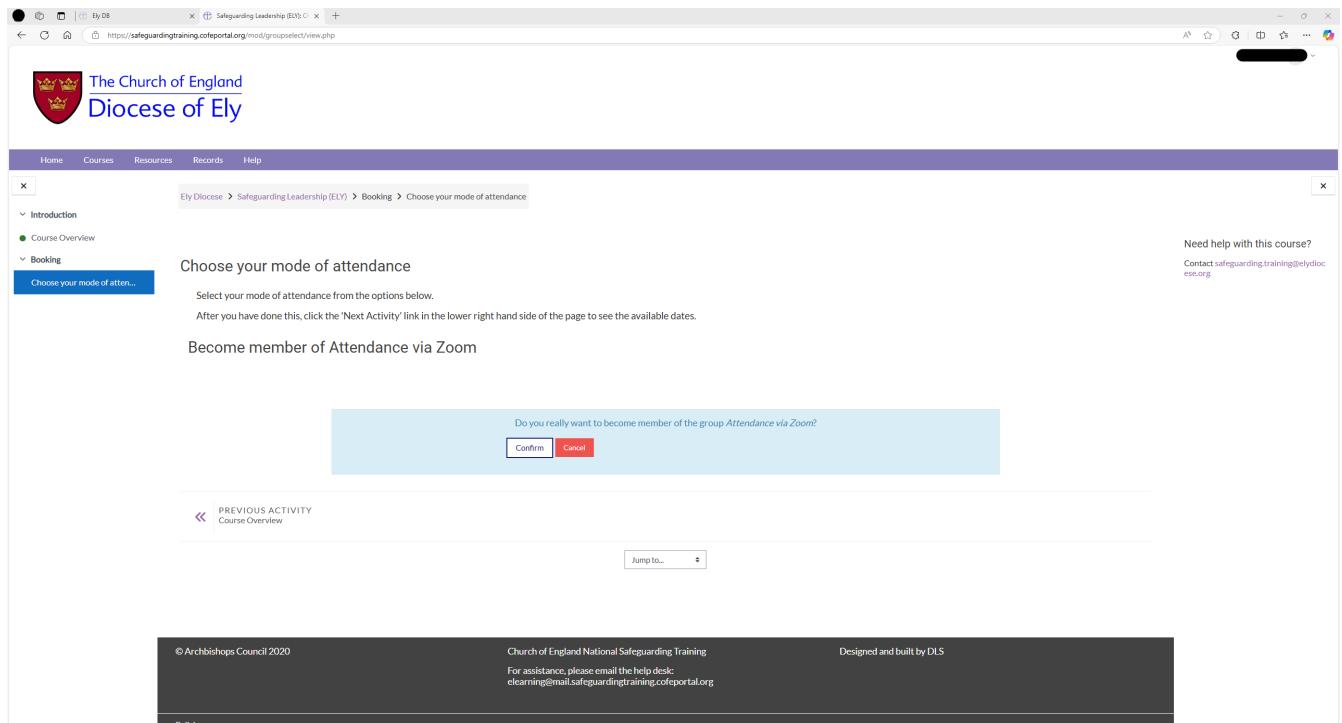
The screenshot shows the 'Course Overview' tab selected in the top navigation. The main content area contains a yellow box with the text: 'This page contains essential orientation information for this pathway. Please read and familiarise yourself with each tab below before proceeding by clicking the Next Activity link in the lower right hand side of the page.' Below this are tabs for 'Safeguarding Standards', 'Learning Outcomes', 'Overview', and 'How the pathway works on this site'. The 'Safeguarding Standards' section includes text about the National Safeguarding Standards and a list of five standards: 1. CULTURE, LEADERSHIP AND CAPACITY, 2. PREVENTION, 3. RECOGNISING, ASSESSING AND MANAGING RISK, 4. VICTIMS AND SURVIVORS, and 5. LEARNING, SUPERVISION AND SUPPORT. A red arrow points to the 'Next Activity' link in the bottom right corner of the main content area.

From here you need to select either Face to Face Training or Zoom Training. *Don't worry you can swap between the 2 once you have seen the available dates.*



The screenshot shows a web browser window with the URL <https://safeguardingtraining.cofeportal.org/mod/groupselect/view.php?id=3020&forceview=1>. The page is titled 'Safeguarding Leadership (Ely)'. The header includes the 'The Church of England Diocese of Ely' logo. The navigation menu has 'Courses' selected. The main content area shows a table for 'Choose your mode of attendance' with two rows: 'Attendance in person' (Count: 32, Action: 'Become member of') and 'Attendance via Zoom' (Count: 97, Action: 'Become member of'). A sidebar on the right provides help information: 'Need help with this course? Contact safeguarding.training@elydiocese.org'. At the bottom, there are links for 'PREVIOUS ACTIVITY Course Overview' and a 'Jump to...' dropdown.

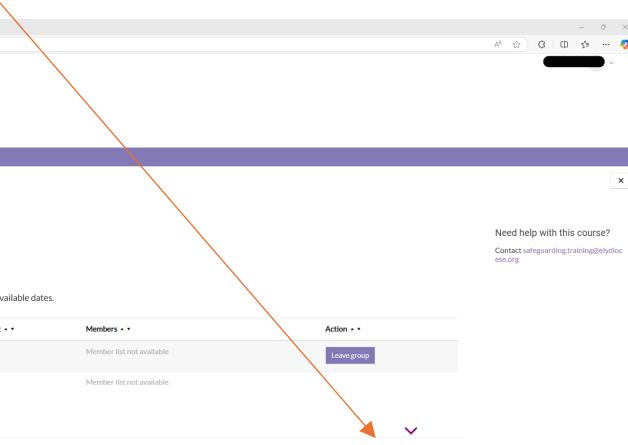
For demonstration purposes I have selected to join training via Zoom.



The screenshot shows the same web browser window as the previous one, but with a confirmation dialog box overlaid. The dialog box asks 'Do you really want to become member of the group Attendance via Zoom?' with 'Confirm' and 'Cancel' buttons. The rest of the page content is visible below the dialog.

Once you have clicked confirm....

You will see on the next screen 'Next Activity' click here.



The Church of England  
Diocese of Ely

Home Courses Resources Records Help

Ely Diocese > Safeguarding Leadership (Ely) > Booking > Choose your mode of attendance

Choose your mode of attendance

Select your mode of attendance from the options below.  
After you have done this, click the 'Next Activity' link in the lower right hand side of the page to see the available dates.

Group	Group description	Count	Members	Action
Attendance via Zoom		98	Member list not available	<a href="#">Leave group</a>
Attendance in person		32	Member list not available	

PREVIOUS ACTIVITY Course Overview

NEXT ACTIVITY Choose your attendance dates (Zoom) >>

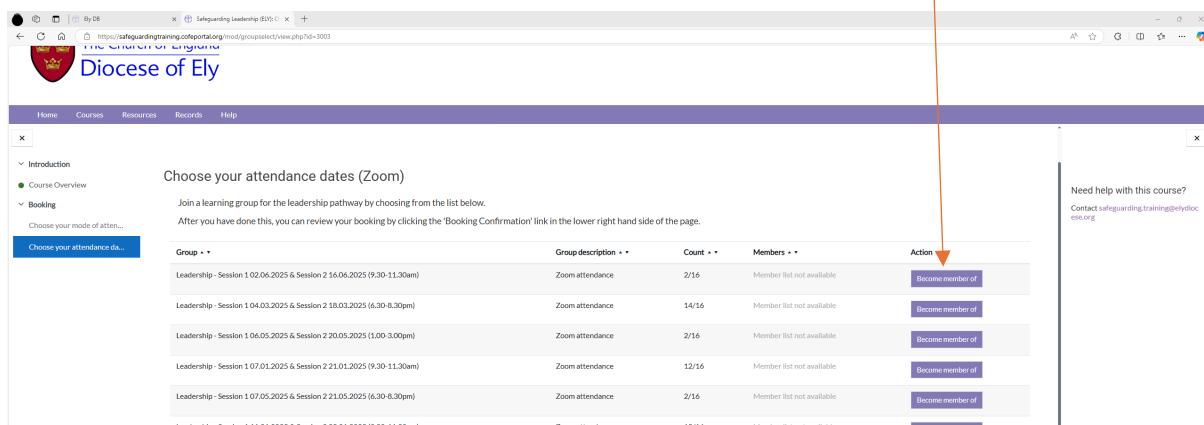
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For assistance, please email the help desk: [clearing@mail.safeguardingtraining.cofeportal.org](mailto:clearing@mail.safeguardingtraining.cofeportal.org)

Policies

From here you will see all the training dates we have availability on (please note what you see in the image below is an example)

Training is across 2 sessions (unless you are attending Face to Face) and you need to be able to commit to both. They also unfortunately do not appear in date order.

Once you have chosen the dates you want to attend click 'Become member of'



The Church of England  
Diocese of Ely

Home Courses Resources Records Help

Ely Diocese > Safeguarding Leadership (Ely) > Booking > Choose your attendance dates (Zoom)

Choose your attendance dates (Zoom)

Join a learning group for the leadership pathway by choosing from the list below.  
After you have done this, you can review your booking by clicking the 'Booking Confirmation' link in the lower right hand side of the page.

Group	Group description	Count	Members	Action
Leadership - Session 1 02.06.2025 & Session 2 16.06.2025 (9.30-11.30am)	Zoom attendance	2/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 04.03.2025 & Session 2 18.03.2025 (6.30-8.30pm)	Zoom attendance	14/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 06.05.2025 & Session 2 20.05.2025 (1.00-3.00pm)	Zoom attendance	2/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 07.01.2025 & Session 2 21.01.2025 (9.30-11.30am)	Zoom attendance	12/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 07.05.2025 & Session 2 21.05.2025 (6.30-8.30pm)	Zoom attendance	2/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 11.01.2025 & Session 2 25.01.2025 (9.30-11.30am)	Zoom attendance	15/16	Member list not available	<a href="#">Become member of</a>
Leadership - Session 1 30.04.2025 & Session 2 14.05.2025 (9.30-11.30am)	Zoom attendance	4/16	Member list not available	<a href="#">Become member of</a>

PREVIOUS ACTIVITY Choose your mode of attendance

NEXT ACTIVITY Choose your attendance dates (Zoom) >>

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For assistance, please email the help desk: [clearing@mail.safeguardingtraining.cofeportal.org](mailto:clearing@mail.safeguardingtraining.cofeportal.org)

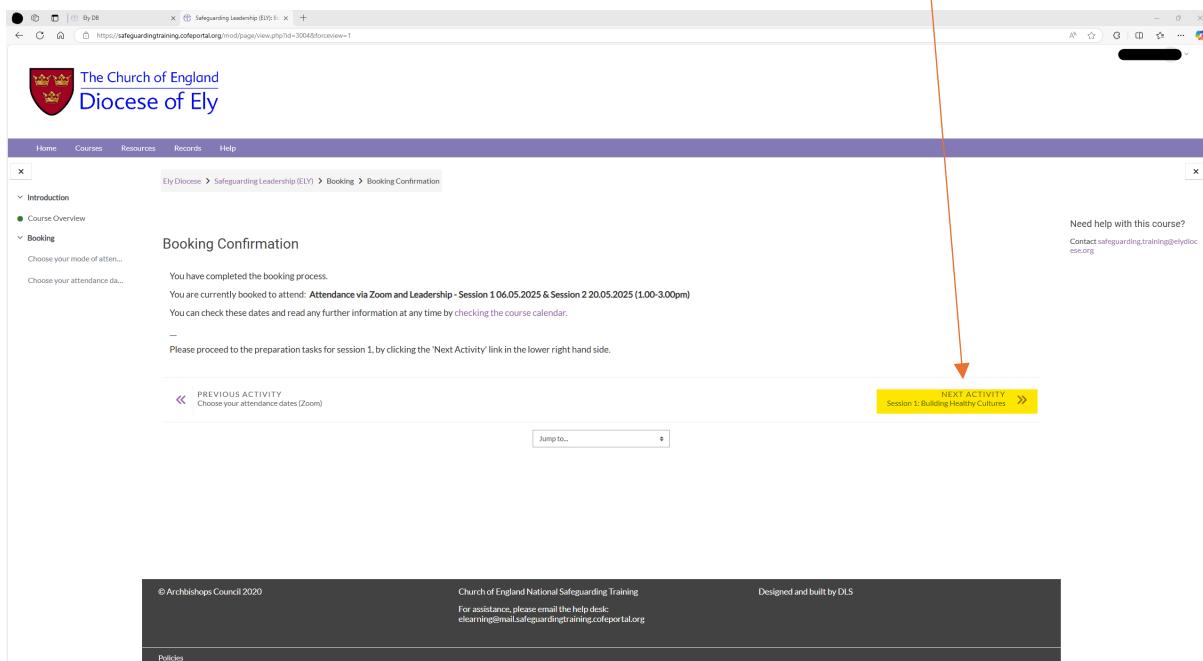
Policies

You will then be able to confirm your selection. *Please make sure you are available for both sessions as listed, and double check the time they are being held.*

By Clicking 'Next Activity' you can view your booking confirmation. *This is available for you to view at any time.*

Group	Group description	Count	Members	Action
Leadership - Session 1 06.05.2025 & Session 2 20.05.2025 (1.00-3.00pm)	Zoom attendance	3/16	Member list not available	<a href="#">Leave group</a>
Leadership - Session 1 02.06.2025 & Session 2 16.06.2025 (9.30-11.30am)	Zoom attendance	2/16	Member list not available	
Leadership - Session 1 04.03.2025 & Session 2 18.03.2025 (6.30-8.30pm)	Zoom attendance	14/16	Member list not available	
Leadership - Session 1 07.01.2025 & Session 2 21.01.2025 (9.30-11.30am)	Zoom attendance	12/16	Member list not available	
Leadership - Session 1 07.05.2025 & Session 2 21.05.2025 (6.30-8.30pm)	Zoom attendance	2/16	Member list not available	
Leadership - Session 1 11.01.2025 & Session 2 25.01.2025 (9.30-11.30am)	Zoom attendance	15/16	Member list not available	
Leadership - Session 1 30.04.2025 & Session 2 14.05.2025 (9.30-11.30am)	Zoom attendance	4/16	Member list not available	

From here you are ready to begin your Pre Course work. Click 'Next Activity'.



The Church of England  
Diocese of Ely

Home Courses Resources Records Help

Introduction

Course Overview

Booking

Choose your mode of attendance...

Choose your attendance date...

Booking Confirmation

You have completed the booking process.

You are currently booked to attend: **Attendance via Zoom and Leadership - Session 1 06.05.2025 & Session 2 20.05.2025 (1.00-3.00pm)**

You can check these dates and read any further information at any time by [checking the course calendar](#).

Please proceed to the preparation tasks for session 1, by clicking the 'Next Activity' link in the lower right hand side.

PREVIOUS ACTIVITY [Choose your attendance date \(Zoom\)](#)

**NEXT ACTIVITY** [Session 1: Building Healthy Cultures >>](#)

Jump to...

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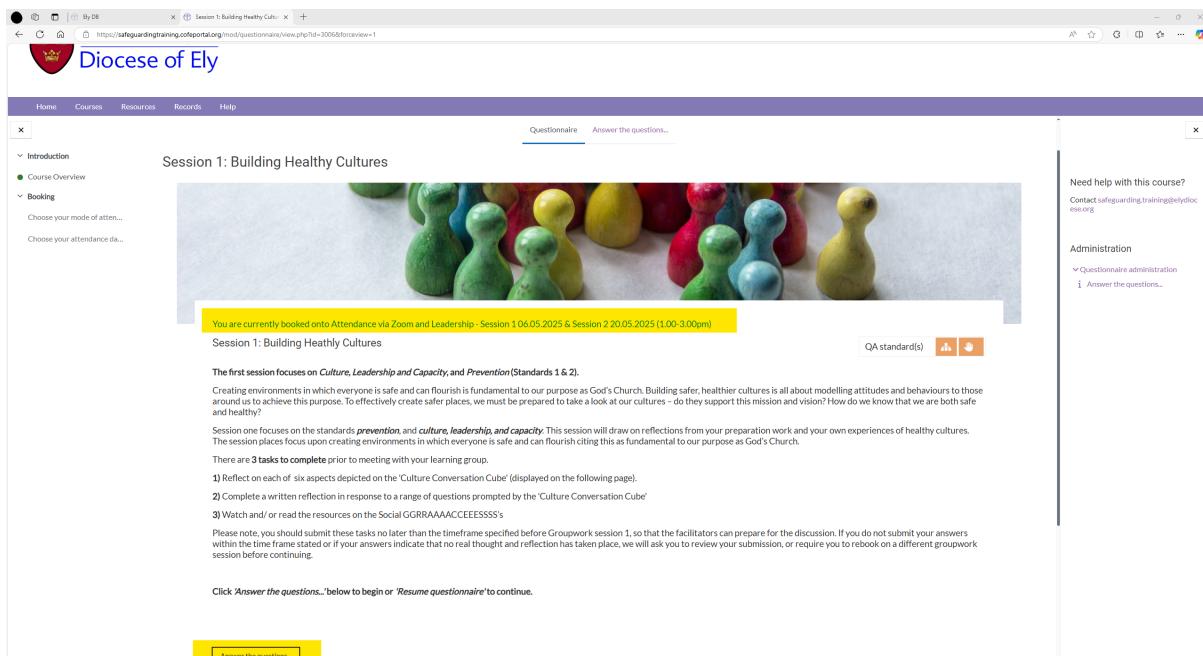
Church of England National Safeguarding Training

For assistance, please email the help desk:  
elearning@mail.safeguardingtraining.cofeportal.org

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Policies

At the top of the screen it will show you the course dates you are booked to attend. Please read all of the information in this screen very carefully.



Diocese of Ely

Home Courses Resources Records Help

Introduction

Course Overview

Booking

Choose your mode of attendance...

Choose your attendance date...

Session 1: Building Healthy Cultures

Questionnaire Answer the questions...

You are currently booked onto **Attendance via Zoom and Leadership - Session 1 06.05.2025 & Session 2 20.05.2025 (1.00-3.00pm)**

Session 1: Building Healthy Cultures

QA standard(s) [QA standard 1](#) [QA standard 2](#)

The first session focuses on **Culture, Leadership and Capacity, and Prevention (Standards 1 & 2)**.

Creating environments in which everyone is safe and can flourish is fundamental to our purpose as God's Church. Building safer, healthier cultures is all about modelling attitudes and behaviours to those around us to achieve this purpose. To effectively create safer places, we must be prepared to take a look at our cultures - do they support this mission and vision? How do we know that we are both safe and healthy?

Session one focuses on the standards **prevention and culture, leadership, and capacity**. This session will draw on reflections from your preparation work and your own experiences of healthy cultures. The session places focus upon creating environments in which everyone is safe and can flourish citing this as fundamental to our purpose as God's Church.

There are **3 tasks to complete** prior to meeting with your learning group.

1) Reflect on each of the six aspects depicted on the 'Culture Conversation Cube' (displayed on the following page).  
2) Complete a written reflection in response to a range of questions prompted by the 'Culture Conversation Cube'.  
3) Watch and/ or read the resources on the Social GGRRAAAACCEEESSSS's.

Please note, you should submit these tasks no later than the timeframe specified before Groupwork session 1, so that the facilitators can prepare for the discussion. If you do not submit your answers within the time frame stated or if your answers indicate that no real thought and reflection has taken place, we will ask you to review your submission, or require you to rebook on a different groupwork session before continuing.

Click 'Answer the questions...' below to begin or 'Resume questionnaire' to continue.

**Answer the questions...**

When you are ready to begin click 'Answer the Questions'

You are able to save this as you go along and exit it, returning and resuming as you need to.

Here is an example of the first page, you will see at the bottom you can select a variety of options highlighted in yellow or blue.

By DB Session 1: Building Healthy Cultures + https://safeguardingtraining.cofeportal.org/mod/questionnaire/complete.php?id=3006

 The Church of England  
Diocese of Ely

Home Courses Resources Records Help

Session 1: Building Healthy Cultures

Preparation activity 1

Task 1 & 2: Reflect on six aspects of healthy safeguarding culture in your setting.

Aspect 1: Build effective structures

First, reflect on the written and unwritten 'rules' including reporting and accountability in your church(es).

The structures in our church help to develop and maintain safer, healthier, culture and practice.

I am clear that within our church, leadership is exercised safely.

Our leadership structure invites challenge, scrutiny and accountability.

Everyone with responsibility in our church/s is offered appropriate support, e.g. through supervision, personal support, personal development, coaching/mentoring etc.

Print Blank

Need help with this course?  
Contact safeguarding.training@elydiocese.org

Administration

Questionnaire administration  
Answer the questions...

Booking

Choose your mode of attendance...

Choose your attendance date...

Disagree Not sure Agree

★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I am clear that within our church, leadership is exercised safely.

Our leadership structure invites challenge, scrutiny and accountability.

Everyone with responsibility in our church/s is offered appropriate support, e.g. through supervision, personal support, personal development, coaching/mentoring etc.

Disagree Not sure Agree

★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
★	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Briefly explain the reasons for your assessment above.

Page 1 of 8

Next Page >> Save and exit

PREVIOUS ACTIVITY  
Booking Confirmation

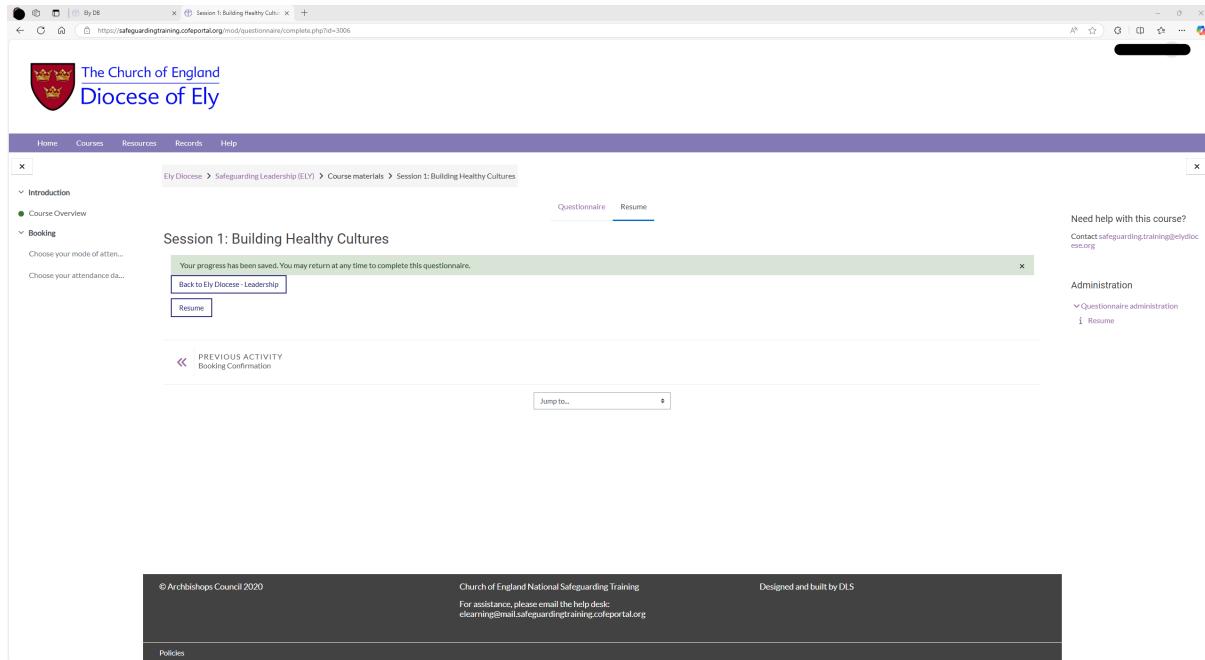
Jump to...

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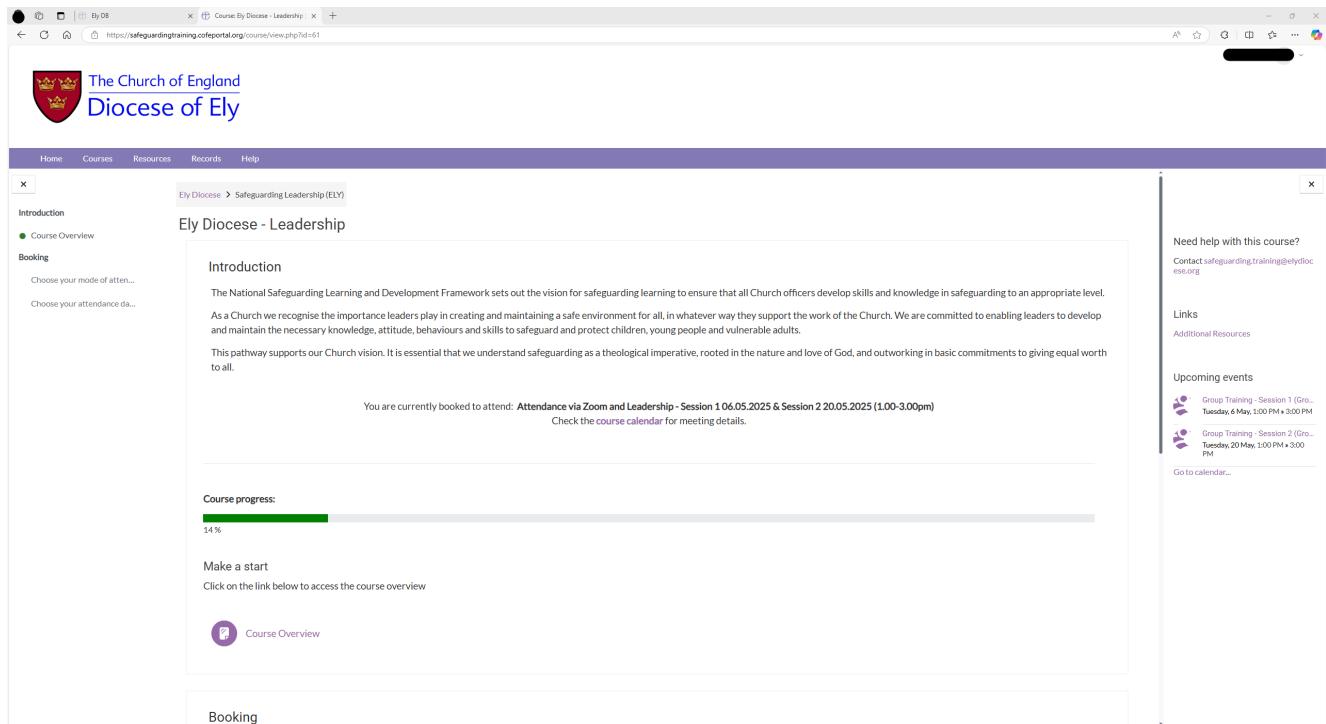
If you need to come back to this task and you select save and exit, this is what you will see.



The screenshot shows a web browser window for 'Session 1: Building Healthy Cultures'. The header includes the 'The Church of England Diocese of Ely' logo and a navigation menu with 'Home', 'Courses', 'Resources', 'Records', and 'Help'. The main content area displays the 'Session 1: Building Healthy Cultures' page, which has a progress bar indicating 'Your progress has been saved. You may return at any time to complete this questionnaire.' Below this are 'Back to Ely Diocese - Leadership' and 'Resume' buttons. A sidebar on the right titled 'Administration' includes 'Questionnaire administration' and 'Resume'. The footer contains copyright information for the Archbishops Council and the Church of England National Safeguarding Training, along with links for 'Policies' and 'Jump to...'.

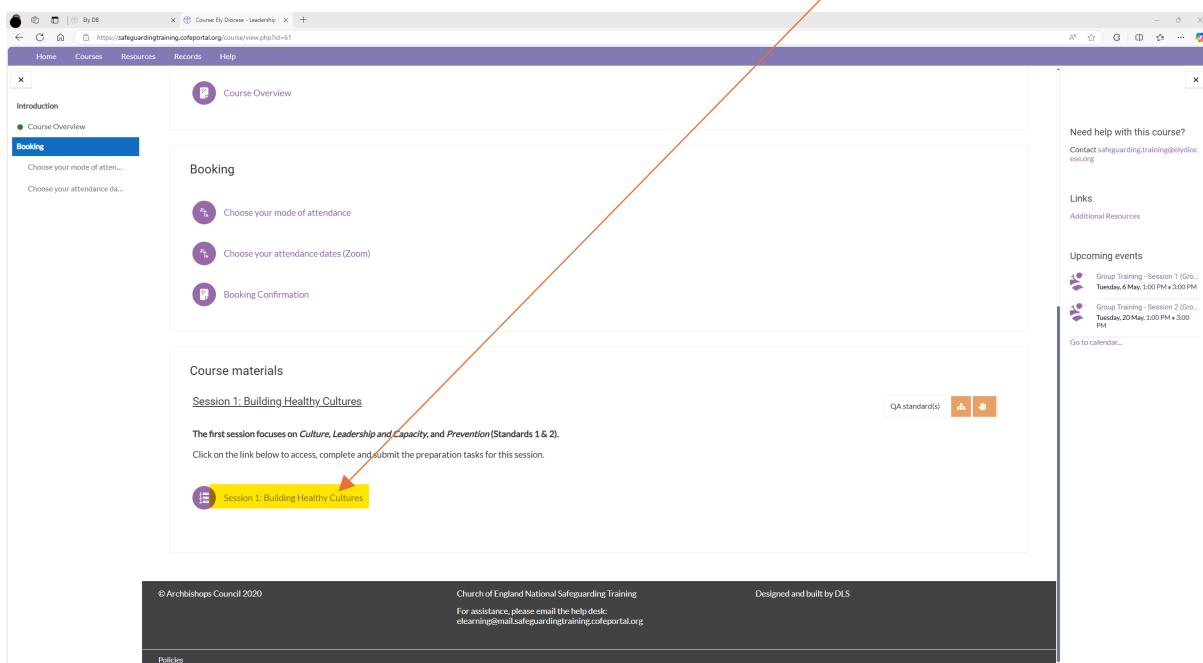
From here you can Exit the Portal and Log back in when you are ready. ***Please be aware that we do need to receive your completed task at least 4 working days before you attend session 1.***

When you are ready to log back in, you will see your course progress or far.



The screenshot shows a web browser window for the 'Ely Diocese - Leadership' course. The header includes the 'The Church of England Diocese of Ely' logo and a navigation menu with 'Home', 'Courses', 'Resources', 'Records', and 'Help'. The main content area displays the 'Ely Diocese - Leadership' page, which features an 'Introduction' section with text about the National Safeguarding Learning and Development Framework. It also shows a 'Course progress:' bar at 14% completion. A sidebar on the right titled 'Need help with this course?' includes contact information and links for 'Links' and 'Additional Resources'. Another sidebar titled 'Upcoming events' lists 'Group Training - Session 1' (Tuesday, 4 May, 1:00 PM - 3:00 PM) and 'Group Training - Session 2' (Tuesday, 20 May, 1:00 PM - 3:00 PM), with a 'Go to calendar...' link.

Scroll down until you reach Course Material and click on 'Session 1: Building Healthy Cultures'.



The screenshot shows a web browser window for the 'safeguardingtraining.cofeportal.org' website. The URL in the address bar is 'https://safeguardingtraining.cofeportal.org/courses/view.php?id=61'. The page title is 'Course By Diocese - Leadership'. The main content area is titled 'Course Overview' and contains sections for 'Booking' and 'Course materials'. The 'Booking' section includes links for 'Choose your mode of attendance' and 'Choose your attendance dates (Zoom)'. The 'Course materials' section features a link to 'Session 1: Building Healthy Cultures', which is highlighted with a yellow box and a red arrow pointing to it from the text above. The footer of the page includes copyright information for the Archbishops' Council, the Church of England National Safeguarding Training, and credits for DLS. It also includes links for 'Policies' and 'QA standard(s)'.

If you have any questions in relation to this please contact Kelly on [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org)