Local Reporting Function of the Safeguarding Training Portal

A report is now available to enable Parish Safeguarding Officers (or whoever manages parish training records) to check the on-line training completed by members in their parish. Please note that this report only displays training completed via the Training Portal (where the on-line training courses of Basic Awareness, Foundation, etc. is accessed) not via other means.

We would encourage the Parish Safeguarding Officer (or whoever manages parish training records) to use a sg-offcer@church.org type email address and use this to set up a separate account on the Training Portal for the report. It retains separation between the PSO's training as an individual and the training reporting role, which is probably also helpful. Parish members will need to be provided with the email address that will be used by the PSO for the report as parish members have to give their consent for the PSO to view their training records via the portal.

If the named PSO (or whoever manages parish training records) changes, then the login details of the 'Role based' account could be passed to the incoming officer to use for reporting. This will save individual parish members each having to edit their own accounts with a new email address if the PSO changes. If you decide to have a separate email account for the PSO (or whoever manages training records), then you will need to have this new email address set up before creating a new account on the safeguarding training portal to run the local training report.

Action for individual parish members to permit access to their training records:

Parish members will need to have been provided with the email address that will be used by the PSO. To permit access to their training records, existing users need to log in to their account on the portal and edit their profile to give permission for the PSO to see the results. To do this each individual needs to:

1. Log into their individual account at https://safeguardingtraining.cofeportal.org (where the on-line training courses of Basic Awareness, Foundation, etc. is accessed).
2. Click on their name at the top right of the screen.
3. Select "Edit profile".
4. At the very bottom of that page is a field labelled "*Local reporting (allow a user with the following email address to view my training record)*".
5. In that field enter the email address provided by the PSO or person maintaining training records.

New users can set this up at the point of registering for an account on the portal. It can be updated at any time, if needed, by users editing their profile as mentioned above.

To access the report the PSO (person maintaining training records) needs to:

1. Go to the Safeguarding Training Portal https://safeguardingtraining.cofeportal.org (where the on-line training courses of Basic Awareness, Foundations etc is accessed).
2. **First time only** - Create a new account using the new separate email you have had created just to access the training reports (N.B. you only have to do this once)
    OR log into the account you will be using for the report
3. Click on "Records" in the purple banner at the top.
4. Choose "Local Training Records".

The 'Local Training Records Report' for the PSO displays the name and e-mail address of anybody who has given them permission to view their training records. It displays the expiry date of any courses they have successfully completed on the Training Portal:

*   If the expiry date has passed, then the date is displayed in red.
*   If the course has not been completed, then #### is displayed in light grey.
*   **Please note** that **Leadership and Senior Leadership is not recorded in this system**, so does not mean that these courses have not been completed, please ignore these columns for now. This report currently displays on-line training completed via the portal only. **It will also not include face to face courses delivered within parishes**.

PSOs can search for a particular name by typing into the search box to the right of the report, download the whole report as a spreadsheet, and print the report.

If you require any assistance with this, please email the training portal helpdesk: elearning@mail.safeguardingtraining.cofeportal.org