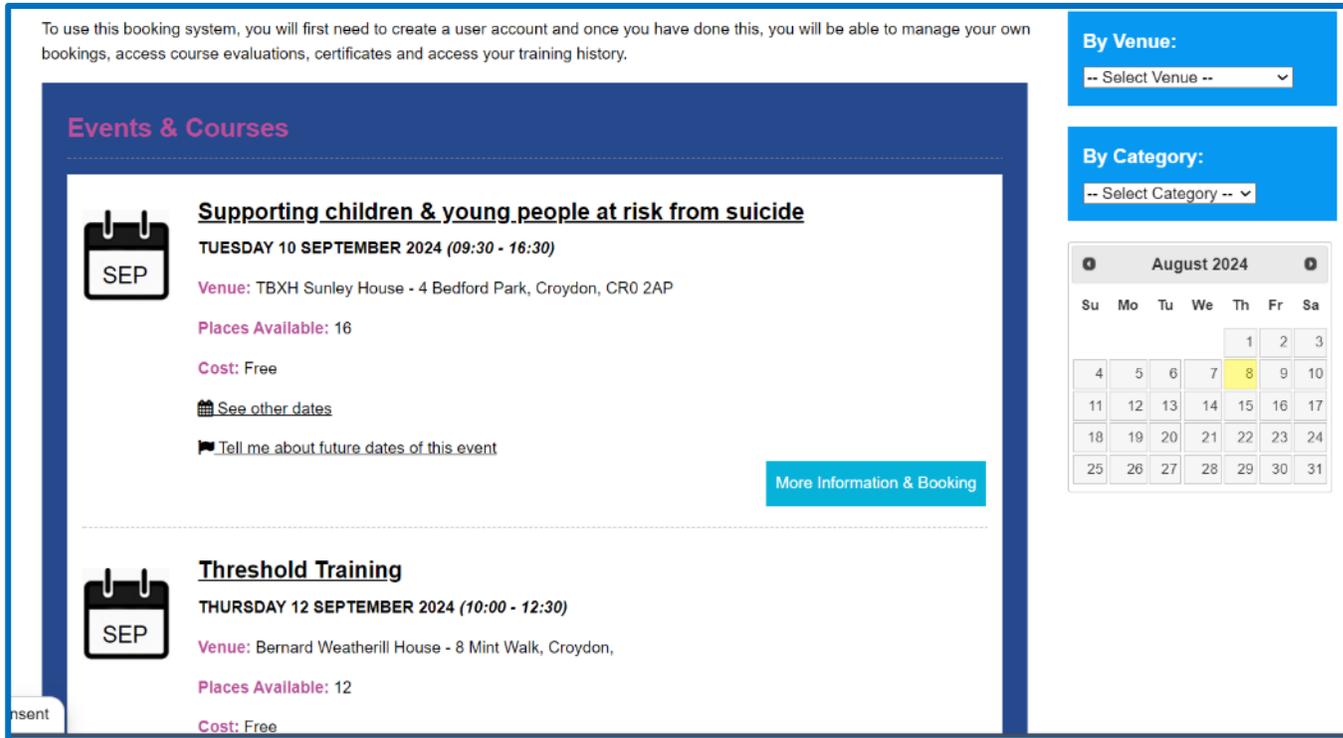


## Booking course

To use this booking system, you will first need to create a user account and once you have done this, you will be able to manage your own bookings, access course evaluations, certificates and access your training history.



The screenshot shows a web interface for booking courses. On the left, under 'Events & Courses', two courses are listed: 'Supporting children & young people at risk from suicide' (Tuesday 10 September 2024, 09:30 - 16:30) and 'Threshold Training' (Thursday 12 September 2024, 10:00 - 12:30). Each listing includes venue, cost, and a 'More Information & Booking' button. On the right, there are filters for 'By Venue' and 'By Category', and a calendar for August 2024 with the 8th highlighted.

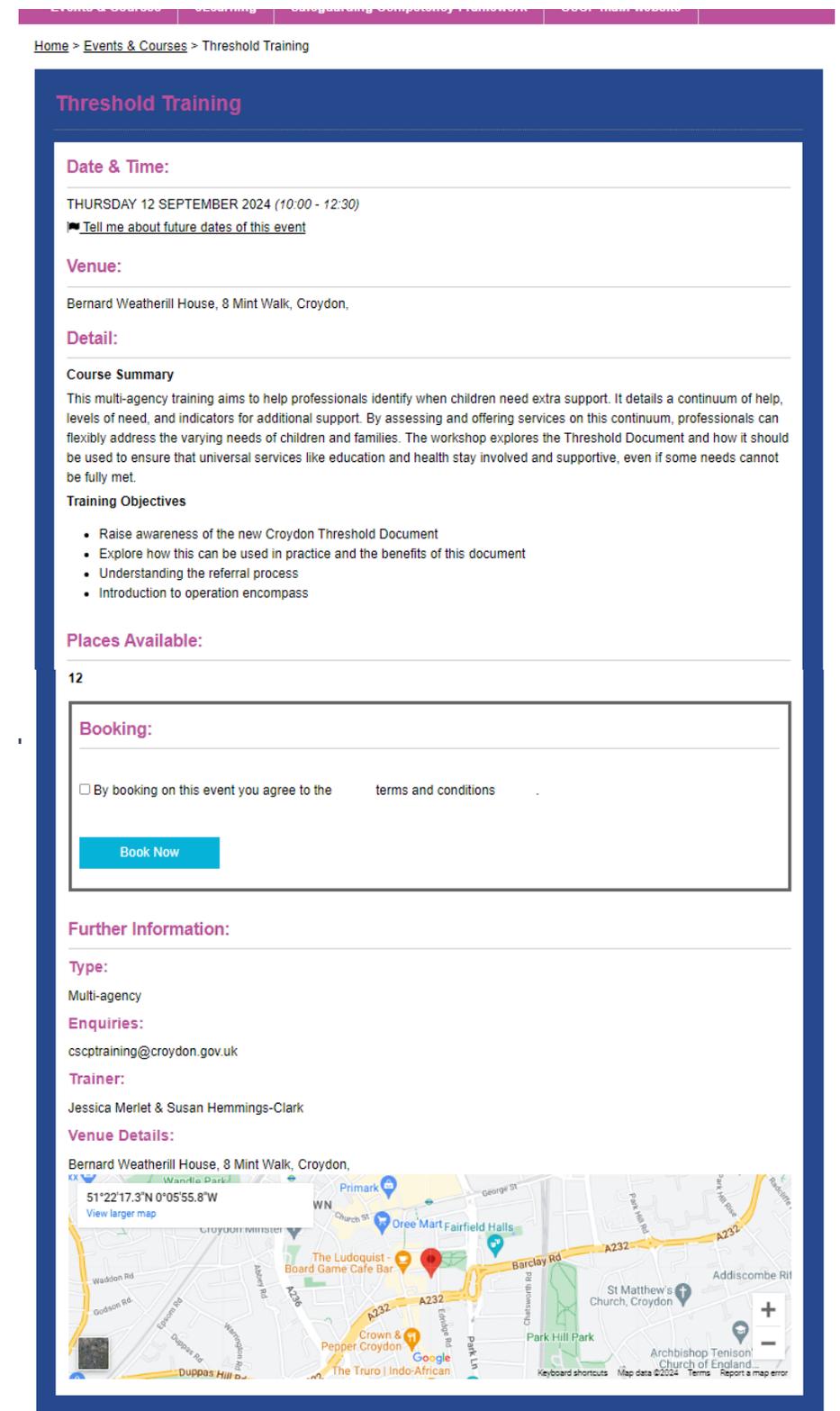
Courses can be found by Title, Venue, Category and Date.

To learn more about the course and to book a place click on **More Information & Booking**

→ This will take you to the course page, where you find all the details about the training.

The ability to book will only be visible once you have registered for a learning account.

You will need to agree to the terms and conditions before booking can be completed.



The screenshot shows the 'Threshold Training' course page. It includes the following details: Date & Time: Thursday 12 September 2024 (10:00 - 12:30); Venue: Bernard Weatherill House, 8 Mint Walk, Croydon; Course Summary: A multi-agency training aimed at helping professionals identify when children need extra support; Training Objectives: A list of three objectives including raising awareness of the new Croydon Threshold Document; Places Available: 12; Booking: A checkbox for agreeing to terms and conditions, followed by a 'Book Now' button; Further Information: Type (Multi-agency), Enquiries (cscptraining@croydon.gov.uk), Trainer (Jessica Merlet & Susan Hemmings-Clark), and Venue Details (Bernard Weatherill House, 8 Mint Walk, Croydon) with a map.

To manage your learning account, click on [Your History & Bookings](#)

Once you have booked a place onto an in-person course, it will then appear in the **Active Bookings** area.

This is where you can:

1. View the date, time and location of the course(s) you have booked
2. If available, you can download pre-course materials
3. Add events to personal calendars
4. If you are unable to attend you can cancel the course, this will need to be done at **least 3 working days** ahead of the training and you will be required to provide a reason. Please note your line manager will also receive a notification of this cancellation.

Details of the courses that have been attended or cancelled will appear here:

### Event History

Information	Attended	Cancelled	Certificate
-------------	----------	-----------	-------------

A link to your certificate will appear here, if you have completed a training evaluation for that course.



## Your History & Bookings

Welcome to your History & Bookings area where you can review and manage your past and current bookings with us.

### Active Bookings

Information	Cancelled	Cancel	Actions
<p>1 <b>Level 3 Safeguarding Children</b> Zoom - 16-09-2024 (09:30 - 16:30)</p> <p>2 <b><u>Download Course Materials</u></b></p> <p>3 <b>Add to your calendar (16-09-2024):</b> <a href="#">Outlook</a>   <a href="#">Outlook Online</a>   <a href="#">Apple Calendar</a>   <a href="#">Google Calendar</a></p>	No	4 <a href="#">Cancel</a>	

## Booking and managing your eLearning courses

Once you have booked an eLearning course, it will then appear here:

Active eLearning Courses		
Title	Load Course	Cancel
CSCP Safeguarding Children Level 1		<a href="#">Cancel</a>

To load the course, you will need to click on **the screen icon**.

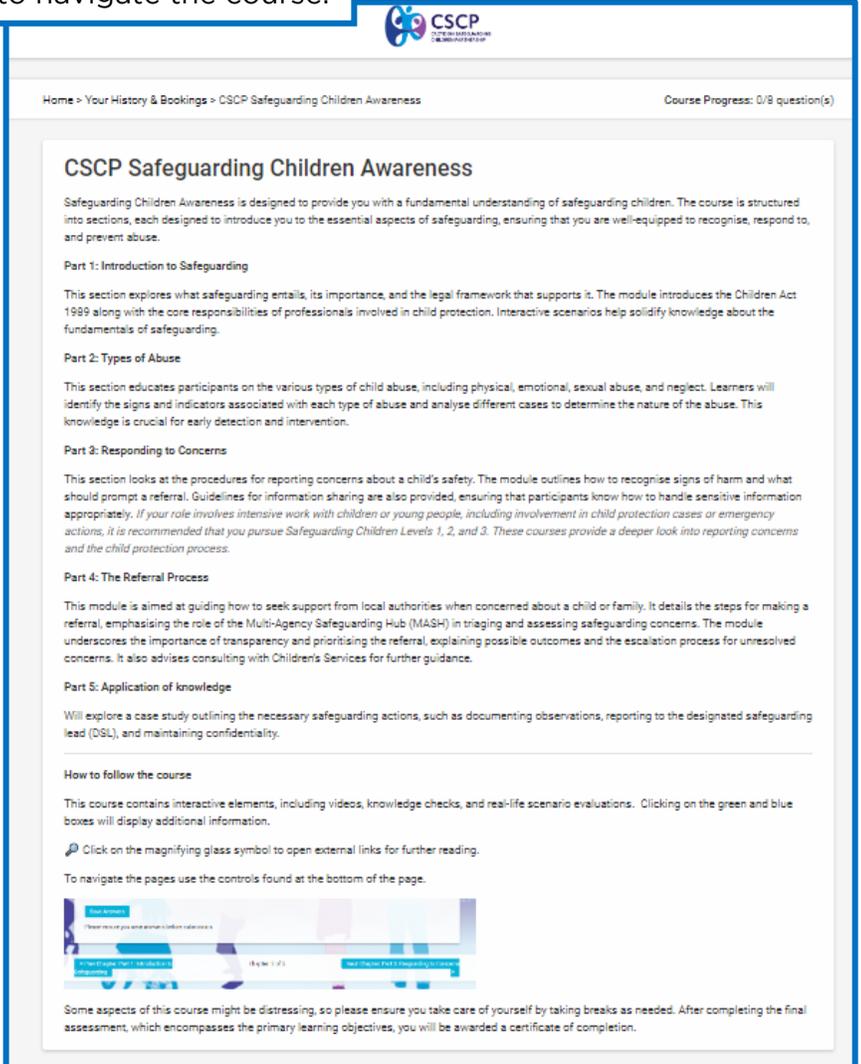
Once you have completed the course and training evaluation details will appear here:

eLearning History					
Title	Cancelled	Result	Reattempt	Certificate	Date Passed
1 CSCP Safeguarding Children Level 1 <a href="#">Download Course Materials</a>	No	Passed	Not required	3 <a href="#">Download</a>	4 29-07-2024

This is where you can:

1. Download additional resources (if available).
2. View your results and the number of remaining attempts if you haven't passed. You can attempt the course up to three times.
3. Download your certificate using the provided link.
4. Check the date you passed the course for your records.

Please make sure to read the introduction page at the start of the course. It outlines the learning objectives and provides instructions on how to navigate the course.



Home > Your History & Bookings > CSCP Safeguarding Children Awareness Course Progress: 0/9 question(s)

### CSCP Safeguarding Children Awareness

Safeguarding Children Awareness is designed to provide you with a fundamental understanding of safeguarding children. The course is structured into sections, each designed to introduce you to the essential aspects of safeguarding, ensuring that you are well-equipped to recognise, respond to, and prevent abuse.

**Part 1: Introduction to Safeguarding**

This section explores what safeguarding entails, its importance, and the legal framework that supports it. The module introduces the Children Act 1989 along with the core responsibilities of professionals involved in child protection. Interactive scenarios help solidify knowledge about the fundamentals of safeguarding.

**Part 2: Types of Abuse**

This section educates participants on the various types of child abuse, including physical, emotional, sexual abuse, and neglect. Learners will identify the signs and indicators associated with each type of abuse and analyse different cases to determine the nature of the abuse. This knowledge is crucial for early detection and intervention.

**Part 3: Responding to Concerns**

This section looks at the procedures for reporting concerns about a child's safety. The module outlines how to recognise signs of harm and what should prompt a referral. Guidelines for information sharing are also provided, ensuring that participants know how to handle sensitive information appropriately. If your role involves intensive work with children or young people, including involvement in child protection cases or emergency actions, it is recommended that you pursue Safeguarding Children Levels 1, 2, and 3. These courses provide a deeper look into reporting concerns and the child protection process.

**Part 4: The Referral Process**

This module is aimed at guiding how to seek support from local authorities when concerned about a child or family. It details the steps for making a referral, emphasising the role of the Multi-Agency Safeguarding Hub (MASH) in triaging and assessing safeguarding concerns. The module underscores the importance of transparency and prioritising the referral, explaining possible outcomes and the escalation process for unresolved concerns. It also advises consulting with Children's Services for further guidance.

**Part 5: Application of knowledge**

Will explore a case study outlining the necessary safeguarding actions, such as documenting observations, reporting to the designated safeguarding lead (DSL), and maintaining confidentiality.

**How to follow the course**

This course contains interactive elements, including videos, knowledge checks, and real-life scenario evaluations. Clicking on the green and blue boxes will display additional information.

Click on the magnifying glass symbol to open external links for further reading.

To navigate the pages use the controls found at the bottom of the page.

Some aspects of this course might be distressing, so please ensure you take care of yourself by taking breaks as needed. After completing the final assessment, which encompasses the primary learning objectives, you will be awarded a certificate of completion.