

S.A.F.E

e-learning course



User Guide

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Welcome

Welcome to the S.A.F.E e-learning course. S.A.F.E stands for Safety, Awareness, Freedom and Empowerment. The S.A.F.E course has been specifically designed for adults who have experienced domestic abuse. The aim of the course is to support survivors to gain more knowledge and understanding of domestic abuse.

On average, the course takes around **2.5 hours** to complete, but this may vary and be shorter or longer depending on the user's individual pace and needs. We encourage you to go at your own pace when completing the e-learning course. You do not have to complete the course in one go, you can do it in as many bite sized chunks as you want. When you sign out, it will automatically save your progress (where you got to) and when you log back in you can pick up where you left off.

You will have 2 weeks to access and complete the course from the date your EDAN worker sent you this user guide (more details are outlined in the working together agreement below).

There are **two versions** of the S.A.F.E course that you can choose from. The two versions are identical, except one version has an extra module that focuses on how domestic abuse impacts on children. **If you have children, we recommend that you access this version!** However, even if you don't have children you can still access this version should you wish.

The two versions are titled:

- **S.A.F.E**
- **S.A.F.E (Including learning on how domestic abuse impacts on children)**

The S.A.F.E course content includes:

- The different types of abuse
- Some of the common patterns of domestic abuse
- Myths and truths about domestic abuse
- Healthy relationships and core values
- Brief overview of the Impact domestic abuse has on children.
- Potential warning signs of abuse
- Dealing with grief and loss
- Moving on process ... and much more!

S.A.F.E e-learning **Working Together Agreement**

Safety

Our primary focus is your safety. Please ensure that it is completely safe and appropriate for you to engage with this e-learning course, and that you are not putting yourself or others at risk by engaging with it.

You should have already discussed this matter along with any necessary safety planning with your EDAN worker, but circumstances can change. Therefore, if you have any worries or concerns or no longer want to complete this course and/or feel it's no longer appropriate, please contact your EDAN Lincs Worker to discuss.

Please note: On each section of the course, we have a button that functions as an escape button. We have included this as an extra safety and security measure. By clicking on this button it will redirect you to **BBC News website**, this could be a helpful function if someone comes into the area where you are doing the course and you don't want them to see that you are visiting a domestic abuse site/course. If other people have access to the device you are using and this is a concern then we suggest deleting your browsing history after use.

Health warning

Due to the nature of domestic abuse, there is some sensitive topics and content within this e-learning course. You may find some of the content distressing, it may remind you of your own personal experiences and trigger certain feelings and emotions around this.

Our advice is to take a break from the course if you find yourself getting upset and/or overwhelmed, and only return to it if / when you feel able to continue.

This is a voluntary course and you are under no obligation to complete it. We encourage you to reach out to a trusted person, a mental health practitioner or even your EDAN worker if the emotional distress you feel does not pass and you require support. We have included below a list of useful support services.

Due to the sensitive nature of the S.A.F.E e-learning course, we ask that you complete this course in private, away from anyone else, especially children, young people or vulnerable adults as it could be harmful to their emotional wellbeing.

We strongly advise that you do not complete this course if you are under the influence of alcohol or other illegal substances or if you are currently experiencing emotional distress.

List of useful support services:

NHS Mental health support line: By calling **0800 001 4331** you can speak to a member of a highly trained and experienced team of support workers who will be able to provide appropriate mental health support.

Contact your GP or mental health practitioner if you have one.

Shout – Text service. Free 24/7 text mental health support service. **Text 85258** (Shout can help with a range of issues including anxiety, depression, suicidal thoughts, relationship problems, bullying or if you're feeling overwhelmed)

EDAN Lincs domestic abuse service – 01522 510041 (OPTION 2)

Samaritans - Free 24-hour helpline - phone **116 123**

Timescales

You have two weeks to complete the S.A.F.E course. If you do not complete the course within the agreed timescale, we will presume that you no longer require the course.

On completion of the course you will have the option of a follow up call from your EDAN worker to discuss your progress and next steps, and this should have already been discussed /arranged with you.

By going ahead with the S.A.F.E course you are agreeing to the following terms and conditions:

- ❖ I am over 16 years of age and consent to accessing the S.A.F.E e-learning course.
- ❖ It is safe and appropriate to access this e-learning package. If this changes, I confirm that I will contact my EDAN worker as soon as it is safe for me to do so.
- ❖ I will complete the S.A.F.E e-learning course within 2 weeks
- ❖ I will completely close down the S.A.F.E e-learning course after use.
- ❖ I confirm that i will not give any other person/s access to the S.A.F.E e-learning course.

Please only continue if you are in agreement with the above terms and conditions. If you have any questions or queries, please contact your EDAN worker.

Registering and Accessing the S.A.F.E. e-Learning Course

THE SAFE course is accessible through the **Safeguarding Lincolnshire ENABLE training portal hosted by virtual college.**

The remaining sections of this user guide explain the two steps required to access the S.A.F.E course. Each step is broken down into easy-to-follow instructions:

Step 1) Registering for a new learner record

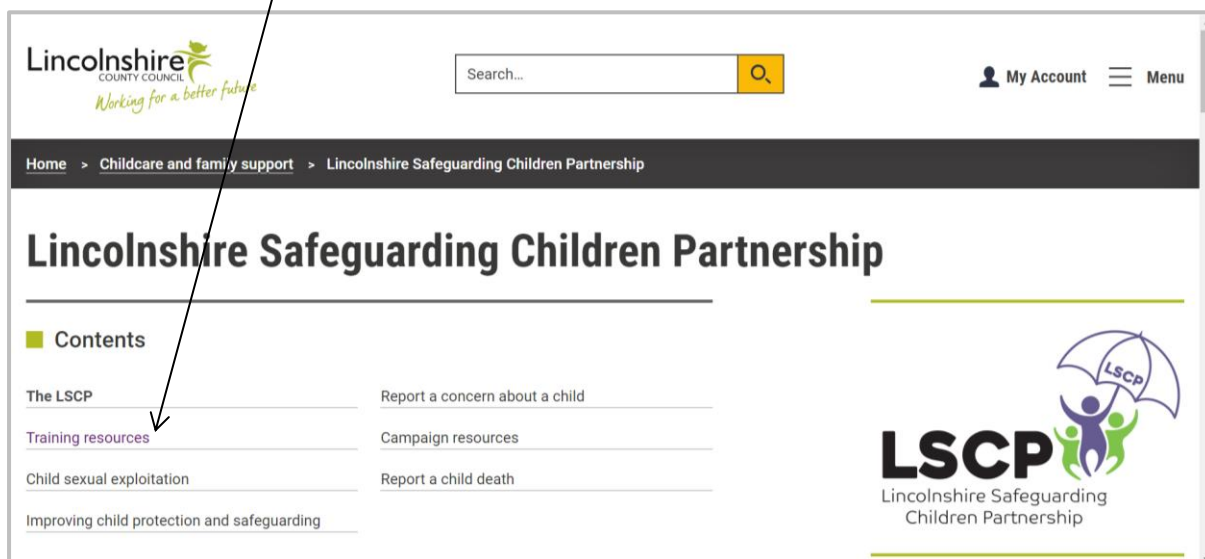
Step 2) Requesting the S.A.F.E. e-learning course once registered and logged on to your learner record.

Please note all information is treated in the strictest confidence.

Step 1 – Registration (Instructions on how to register for a new Learner Record)

1. Visit the Lincolnshire Safeguarding Children Partnership website:
<https://www.lincolnshire.gov.uk/safeguarding/lscp>

2. Click on the Training link:



Lincolnshire COUNTY COUNCIL
Working for a better future

Search...

My Account Menu

Home > Childcare and family support > Lincolnshire Safeguarding Children Partnership

Lincolnshire Safeguarding Children Partnership

■ Contents

The LSCP Report a concern about a child

Training resources Campaign resources

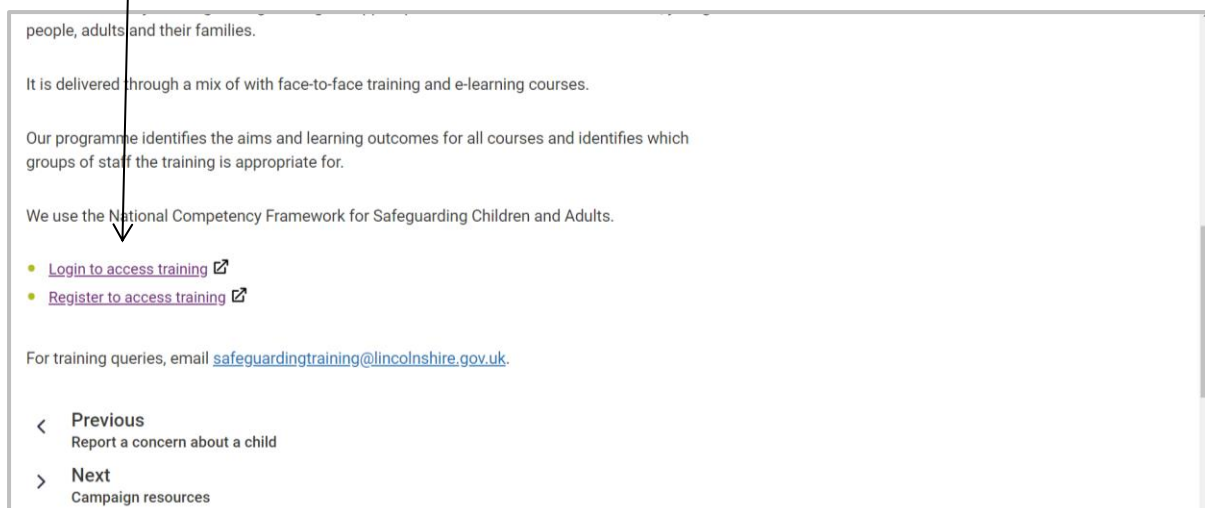
Child sexual exploitation Report a child death

Improving child protection and safeguarding

LSCP
Lincolnshire Safeguarding Children Partnership

3. Click on the New User Login link to be taken to the registration page to obtain a new learner Record and log in details:

- The direct URL link is: <https://safeguardinglincolnshire.vc-enable.co.uk/register>



people, adults and their families.

It is delivered through a mix of with face-to-face training and e-learning courses.

Our programme identifies the aims and learning outcomes for all courses and identifies which groups of staff the training is appropriate for.

We use the National Competency Framework for Safeguarding Children and Adults.

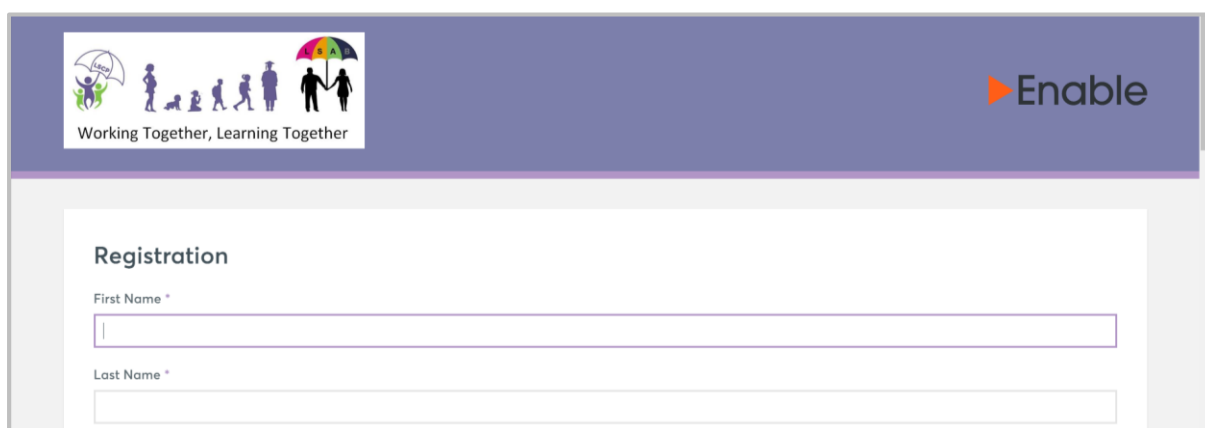
- [Login to access training](#)
- [Register to access training](#)

For training queries, email safeguardingtraining@lincolnshire.gov.uk.

< Previous
Report a concern about a child

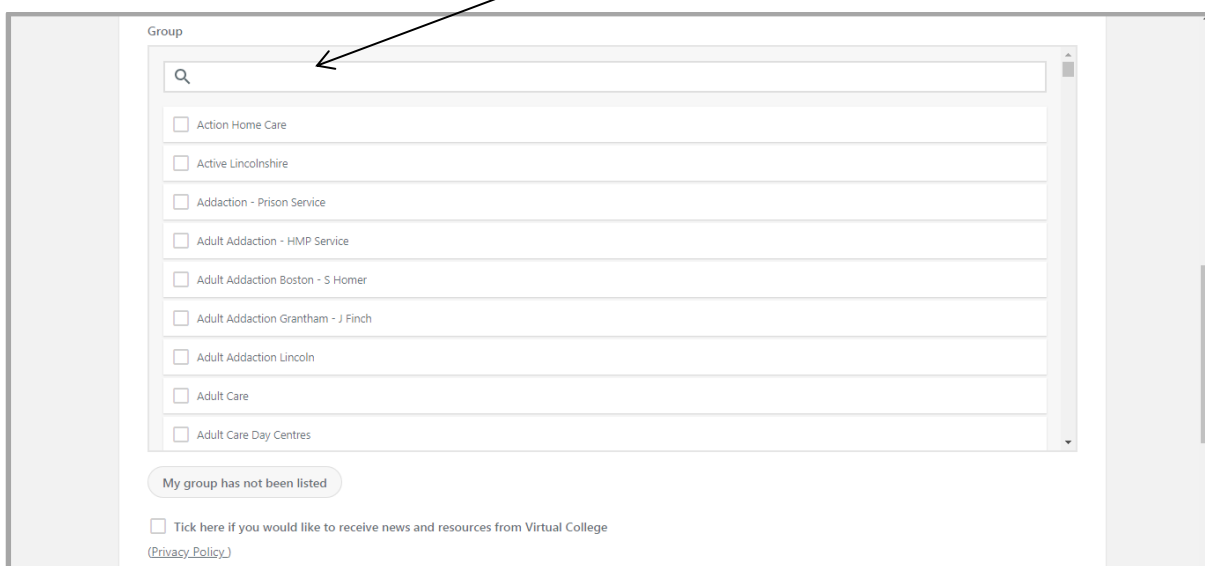
> Next
Campaign resources

4. Fill in the fields marked with a *



The screenshot shows the top of a website with a purple header. On the left is a logo with silhouettes of people and the text "Working Together, Learning Together". On the right is the "Enable" logo. Below the header is a white registration form with the title "Registration". It contains two input fields: "First Name *" and "Last Name *", both with a vertical cursor in the first field.

5. Select your groups from the list:
- The list is long and may take a few minutes to load.
 - The group you will need to select is: **Charity - S.A.F.E Course EDAN**

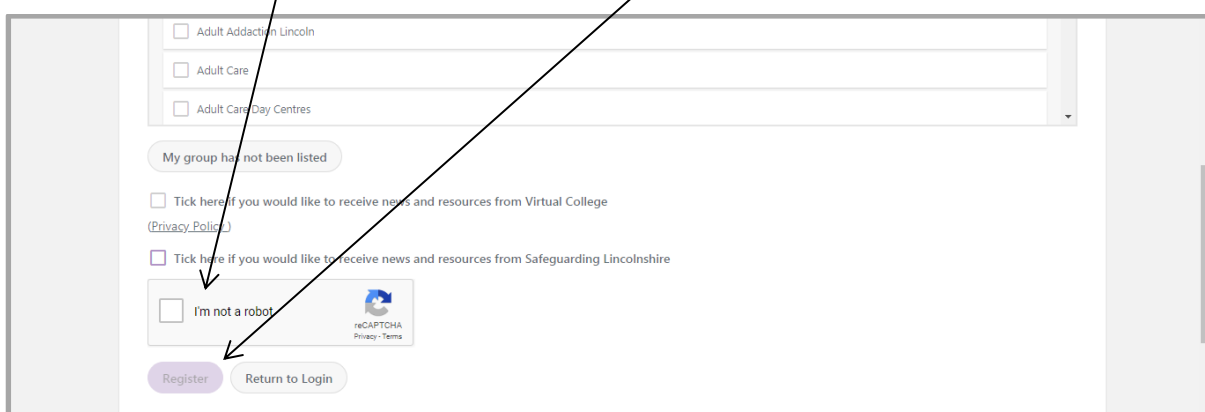


The screenshot shows a dropdown menu titled "Group" with a search bar at the top. Below the search bar is a scrollable list of groups, each with a checkbox:

- Action Home Care
- Active Lincolnshire
- Addaction - Prison Service
- Adult Addaction - HMP Service
- Adult Addaction Boston - S Homer
- Adult Addaction Grantham - J Finch
- Adult Addaction Lincoln
- Adult Care
- Adult Care Day Centres

 Below the list is a button that says "My group has not been listed". At the bottom, there is a checkbox for "Tick here if you would like to receive news and resources from Virtual College" with a link to the "Privacy Policy". An arrow points from the text in step 5 to the search bar.

6. Click in the I'm Not A Robot box and then Register at the bottom of the screen to finish:



The screenshot shows the bottom part of the registration form. It includes the same group selection list as the previous screenshot. Below the list is a button "My group has not been listed". There are two checkboxes for receiving news:

- Tick here if you would like to receive news and resources from Virtual College (with a "Privacy Policy" link)
- Tick here if you would like to receive news and resources from Safeguarding Lincolnshire

 Below these is a reCAPTCHA box with the text "I'm not a robot" and a "reCAPTCHA" logo. At the bottom are two buttons: "Register" and "Return to Login". Two arrows point from the text in step 6 to the reCAPTCHA box and the "Register" button.

An automatic email from Virtual College will be sent with your log in details. It may take several minutes to come through and please be sure to check your spam/junk inbox.

The email from **Virtual College** will say '**Welcome to Safeguarding Lincolnshire**'.

The email will provide step by step instructions on how to ACTIVATE your new Learner Record (you have to do this first before accessing the S.A.F.E course).

The instructions in the email will look something like this:

Step 1 - Click on the link provided

Step 2 –Input your username, which has to be your email address.

Step 3 - You will be asked to create a password, then confirm it and click to confirm the account.

You can click the Help & Support link to view a collection of user guides and video tutorials. You can also use the Help & Support link to submit a query. Alternatively, you can call Virtual College on 01943 885095.

You will then automatically be taken back to the homepage. If a notice pops up about '*Course removal- domestic abuse short course*' this is not relevant to you, therefore just click the close button on this pop up box.

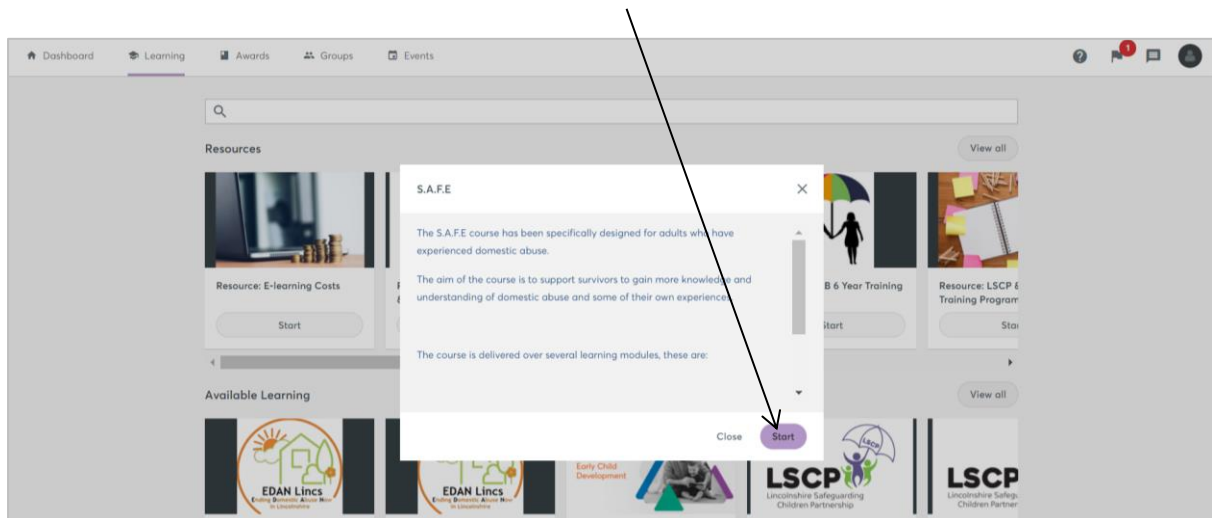
Accessing S.A.F.E online course - When Log-in Details have been received.

1. Log in at <https://safeguardinglincolnshire.vc-enable.co.uk>

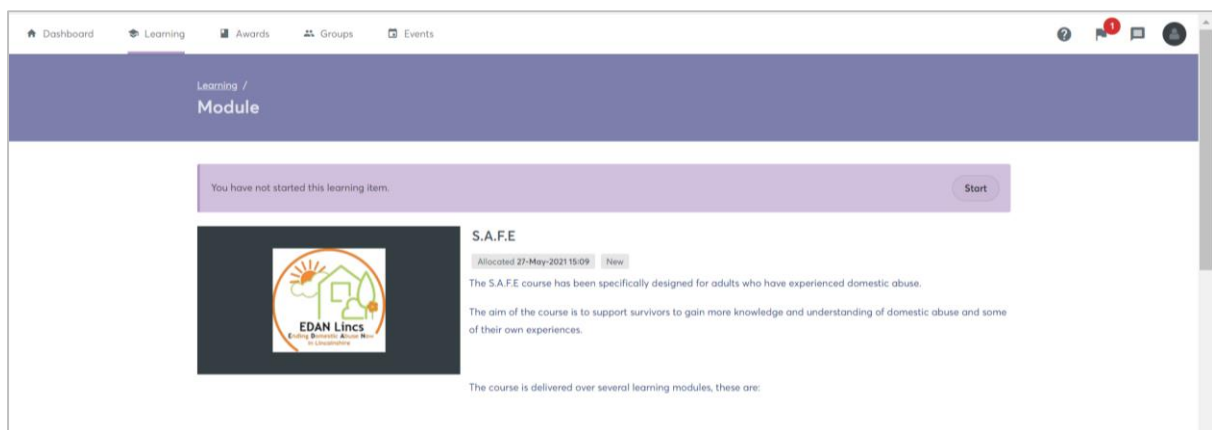
2. Once logged in click on the Learning tile to request e-Learning:

3. You will first see the Active Learning. Scroll down to the Available Learning section. Choose one of the two e-learning courses: Click Start to begin.
 - S.A.F.E
 - **S.A.F.E (including learning on how domestic abuse impacts on children)**

4. This page shows the e-learning course description. Click start:



5. Click start to begin the course:



Course completion and accessing my certificate

The evaluation will become available once the course modules have been completed.

The certificate will become available once the evaluation has been completed and you will be able to save and print this off for your records.

Troubleshooting

There are a few teething problems with this current course that we are trying to rectify. The main one is that on a number of the slides it will ask you to "click on the image to download" a particular resource, but unfortunately this function does not work.

We are working hard to resolve this problem, but in the meantime, when you are asked to do this, please ignore the verbal instruction and instead click on the RESOURCE button at the top left hand of each page, this will enable you to download the resources you need for that activity/section of the course.
