

With the COVID-19 situation, it is essential that we provide you with critical virtual learning, development and support. We understand that these are unprecedented times and we are here to help you develop in this new virtual way of working.

**Safeguarding is everybody's responsibility.**

Safeguarding training courses can be accessed via the **Me Learning website**. Courses are appropriate for those that may need a refresher or they can be used as an induction. The courses are aimed at professionals and frontline staff who work or have contact with children, young people and their families and/or adults at risk within the London Borough of Bromley, however some training is applicable to all staff.

**See the all staff training highlighted in purple below.**

Most courses take between 60 to 90 minutes to complete. If you can't complete the course in one go, it will save your progress and you can resume the training when you are ready. Successfully complete the quiz at the end of a course to achieve your certificate, (you can have more than one go to try to get a higher score!).

These courses are available **FREE** to all within Bromley.

- |   |  |
|---|--|
| ✓ Autism Awareness                                | ✓ Human Trafficking & Modern Day Slavery   |
| ✓ Care Act  | ✓ Information Sharing & Consent  |
| ✓ Child Sexual Exploitation                       | ✓ Mental Capacity Act 2005   |
| ✓ Coronavirus Awareness                           | ✓ Mental Health, Dementia & Learning Disability (Awareness) - for Health & Social Care |
| ✓ Data Protection Law, Definitions and Principles | ✓ Online Safety - Risks to Children  |
| ✓ Deprivation of Liberty Safeguards               | ✓ Online Safety for Parents and Carers   |
| ✓ Domestic Abuse                                  | ✓ Safeguarding Adults Level 1 & 2  |
| ✓ Female Genital Mutilation (FGM)                 | ✓ Safeguarding against Radicalisation: The Prevent Duty                                |
| ✓ Gangs   | ✓ Safeguarding Awareness   |
| ✓ Handling Violence and Aggression at Work        | ✓ Safeguarding Children Level 1 & 2  |
| ✓ Hate Crime                                      | ✓ Safeguarding Children with Disabilities  |
| ✓ Honour Based Violence                           | ✓ Unconscious Bias   |

## **HOW TO REGISTER**

- 1) Make sure you have access to your email before you register
- 2) Type in this address or click on link: [https://bromley.melearning.university/course\\_centre](https://bromley.melearning.university/course_centre)
- 3) Click on the blue 'self-register' button
- 4) Enter all of your details, including a username.
- 5) Enter the correct information in all of the fields using the drop down arrow to select.
- 6) Click 'Send log-in request'
- 7) You will then receive a welcome email to your registered email account. Please select the link within the email to confirm your email address. You will then receive another email with your username and temporary password.
- 8) Bromley has to validate all accounts.
- 9) Once registration is complete you will be able to log on to complete courses in future with your username and password.
- 10) On the home screen select **Course Library** (this will show you all courses available)
- 11) Under options select **details** of the course you wish to complete
- 12) Complete equal opportunities form
- 13) Enrolment details – select **'enrol'**
- 14) Select **Launch** – this will take you to the course to begin the training

If you have any general queries or problems accessing the site please email: [safeguarding.training@bromley.gov.uk](mailto:safeguarding.training@bromley.gov.uk) providing your name, contact phone number and username.