

Surrey Children's Services Academy Safeguarding Training Hub

User Guide

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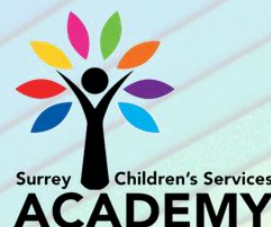
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Tech Advocates



created for



First-Time User: create your account

The Safeguarding training Hub can be accessed through any internet enabled device.

Open your web browser and type:

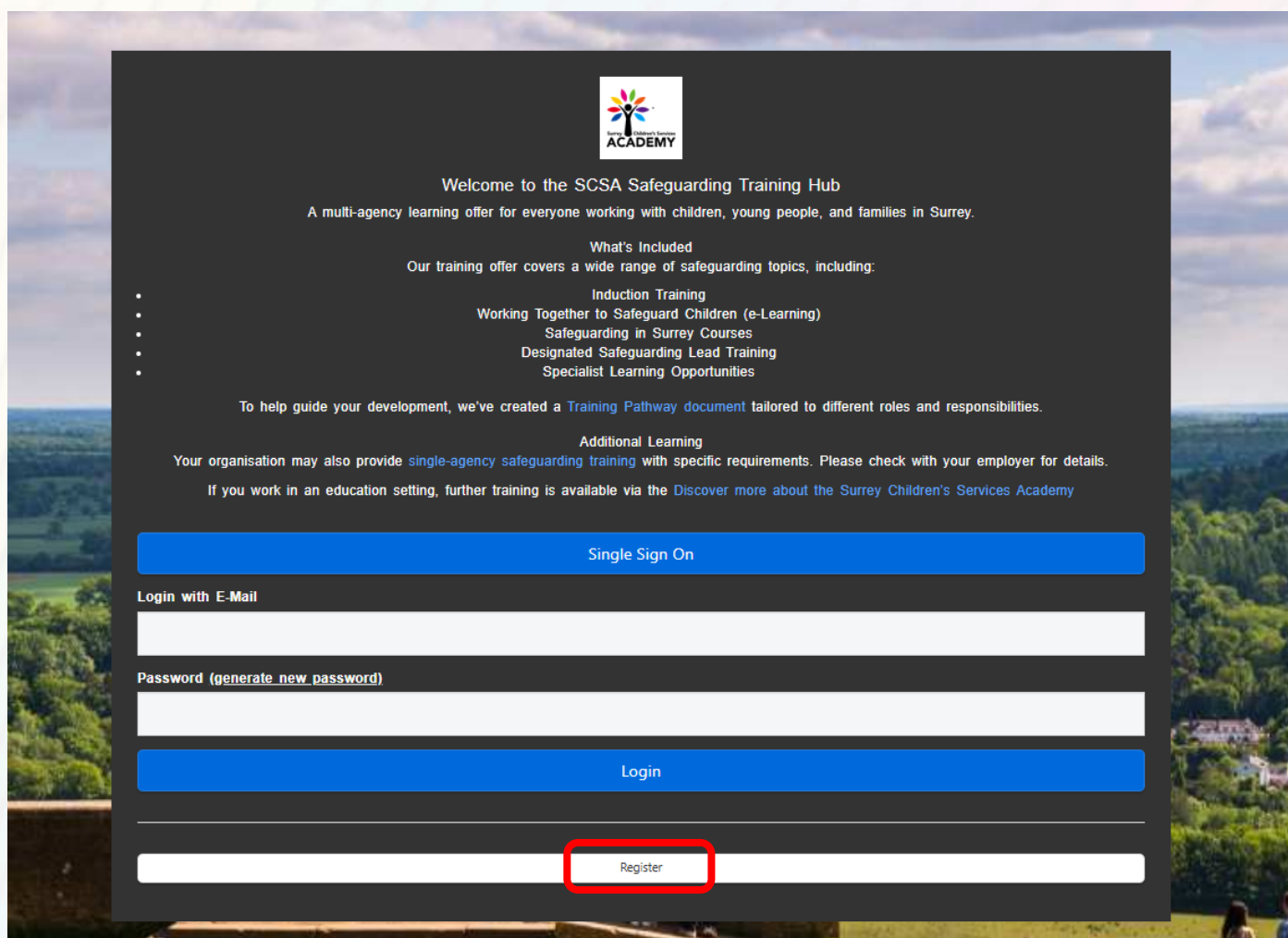
<https://learning.openelms.com/surrey/login/surreychildrensacademy>


into the address bar and press **Enter**.

Alternatively, you can scan the QR code:



You will see the login screen. As a first-time user you will need to create an account. To do this, select **Register**.





Welcome to the SCSA Safeguarding Training Hub
A multi-agency learning offer for everyone working with children, young people, and families in Surrey.

What's Included
Our training offer covers a wide range of safeguarding topics, including:

- Induction Training
- Working Together to Safeguard Children (e-Learning)
- Safeguarding in Surrey Courses
- Designated Safeguarding Lead Training
- Specialist Learning Opportunities

To help guide your development, we've created a [Training Pathway document](#) tailored to different roles and responsibilities.

Additional Learning
Your organisation may also provide [single-agency safeguarding training](#) with specific requirements. Please check with your employer for details.
If you work in an education setting, further training is available via the [Discover more about the Surrey Children's Services Academy](#)


Login with E-Mail

Password ([generate new password](#))

This is the registration page. Please enter the following details:

- **Username** Use your contact E-mail address as your username.
- **Password** Your password should be 8 characters or more in length and contain at least 1 uppercase letter, 1 lowercase letter and 1 number.
- **First Name**
- **Last Name**
- **Organisation Name** please enter the name of your organisation.
- **Contact E-mail** each account must have a unique email address.
- **Company** This is pre-filled 'Surrey Children's Academy'
- **Department**

When you have completed the fields as required, choose **Register** to continue.



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Username *

Password *

First Name *

Last Name *

Organisation Name

Contact E-mail *

Company *

Surrey Children's Academy

Department *

Register

You will now be taken to the Safeguarding Training Hub home page.

Logging In

The Safeguarding training Hub can be accessed through any internet enabled device.

Open your web browser and type:

<https://learning.openelms.com/surrey/login/surreychildrensacademy>

into the address bar and press **Enter**.

Alternatively, you can scan the QR code:



You will see the login screen.

1. Enter the email address you registered with
2. Enter your password
3. Click or Tap **Login**

A screenshot of a mobile application's login screen. The screen has a dark grey background. At the top is a blue header with the text "Single Sign On". Below the header is the text "Login with E-Mail". There are two white input fields: the first is for the email address, and the second is for the password, with the text "Password (generate new password)" above it. Below the password field is a blue button with the text "Login". At the bottom of the screen is a white button with the text "Register". Three numbered arrows (1, 2, 3) point to the email input field, the password input field, and the "Login" button respectively.

1

2

3

Single Sign On

Login with E-Mail

Password (generate new password)

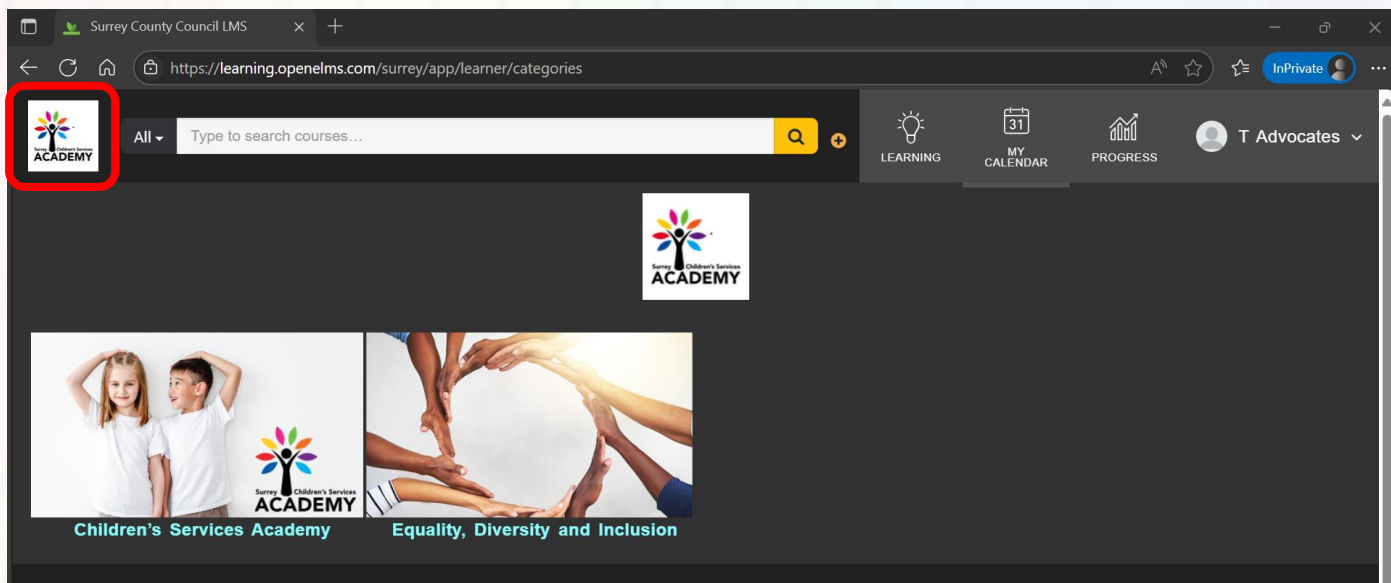
Login

Register

You will now be taken to the Safeguarding Training Hub home page.

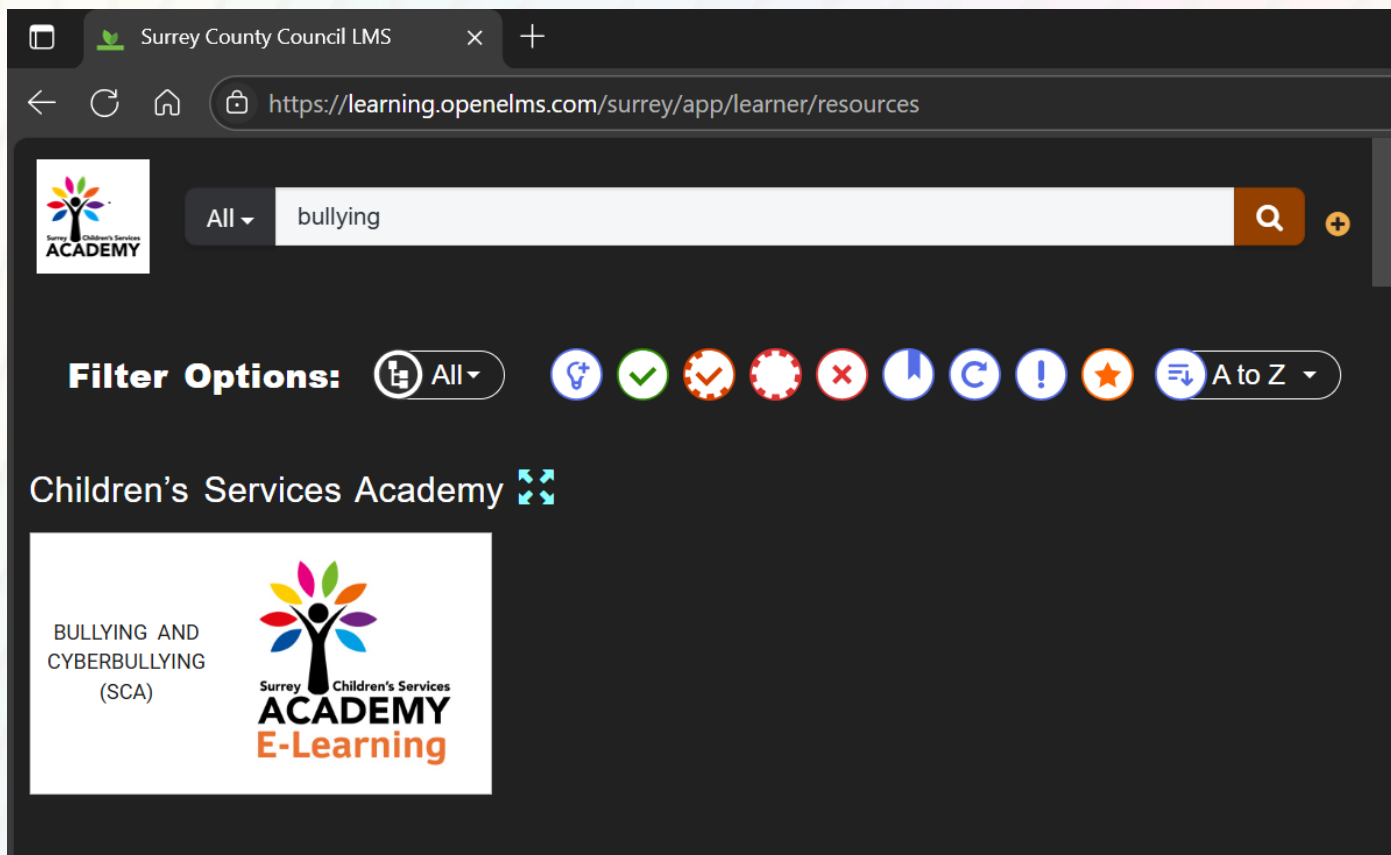
Safeguarding Training Hub Home Page

This is the Training Hub home page. You can return to this page from other pages by clicking on the **Academy logo** in the top left-hand corner.



From the home page, you can browse courses (by category) by clicking on any of the **image tiles**.

You can also search for courses by entering key words into the **search** field. In the example below, I search for "bullying".



Click on the **Academy logo** in the top left-hand corner to return to the home page.

Learning Resources View

Click on the **LEARNING** (lightbulb) icon to see the learning resources view. The learning resources view shows all the opportunities available to you.

1. These are the Filter options.
2. All of the learning opportunities are grouped alphabetically into categories.

The screenshot shows the 'Surrey County Council LMS: Dashboard' interface. The URL is <https://learning.openelms.com/surrey/app/learner/resources>. The search bar contains 'Makaton'. The navigation menu includes 'LEARNING' (highlighted with a red box and arrow), 'MY CALENDAR', and 'PROGRESS'. The user is logged in as 'T Advocates'. Below the navigation, there are 'Filter Options' (labeled with a circled '1' and arrow) and a list of learning resources (labeled with a circled '2' and arrow). The resources are grouped into categories: 'Children's Services Academy' and 'Equality, Diversity and Inclusion'. The 'Children's Services Academy' category includes resources like 'DOMESTIC ABUSE (DA) TRAINING (SCSA)', 'FETAL ALCOHOL SPECTRUM DISORDER: FASD UNCOVERED...', 'GANGS AND YOUTH VIOLENCE (SCA)', and 'MAKATON LEVEL 2'. The 'Equality, Diversity and Inclusion' category includes 'UNDERSTANDING AUTISM'.

The key filter icons are: **Completed, In Progress, Not Started, Failed and Refresher training scheduled.**

The filter icons are as follows:

- Completed:** A green checkmark inside a green circle.
- In Progress:** An orange checkmark inside an orange circle with a dashed border.
- Not Started:** A red dashed circle.
- Failed:** A red 'X' inside a red circle.
- Refresher training scheduled:** A grey refresh icon (a circle with a curved arrow) inside a grey circle.

My Calendar View

Click on the **MY CALENDAR** icon to see the calendar view.

Here, all scheduled learning opportunities are displayed and will show as Enrolled or Not Enrolled.

1. Scroll through the calendar using the Previous, Today and Next buttons.
2. Change the page view to Year, Month, Week or Day

Screenshot of the My Calendar view in the Surrey County Council LMS. The interface shows a weekly calendar for 19th September, 2025. Navigation buttons (Previous, Today, Next) are circled in red and labeled '1'. The 'MY CALENDAR' icon is also circled in red and labeled '2'. The calendar grid shows learning opportunities for Wednesday, 17th Sep, and Friday, 19th Sep. A red arrow points from the 'MY CALENDAR' icon to the calendar grid.

Monday 15 Sep	Tuesday 16 Sep	Wednesday 17 Sep	Thursday 18 Sep	Friday 19 Sep	Saturday 20 Sep	Sunday 21 Sep
09:00		09:30 Assertiveness				
10:00		10:00 Adolescent Safeguarding: Compassion Focused Therapy and Relationship Based Practice Trainings [Not Enrolled] 📅		10:00 Reablement Trusted Assessor - Advanced Training [Enrolled] 📅		
11:00						
12:00						
13:00						
14:00						

10:00 Adolescent Safeguarding: Compassion Focused Therapy and Relationship Based Practice Trainings [Not Enrolled] 📅

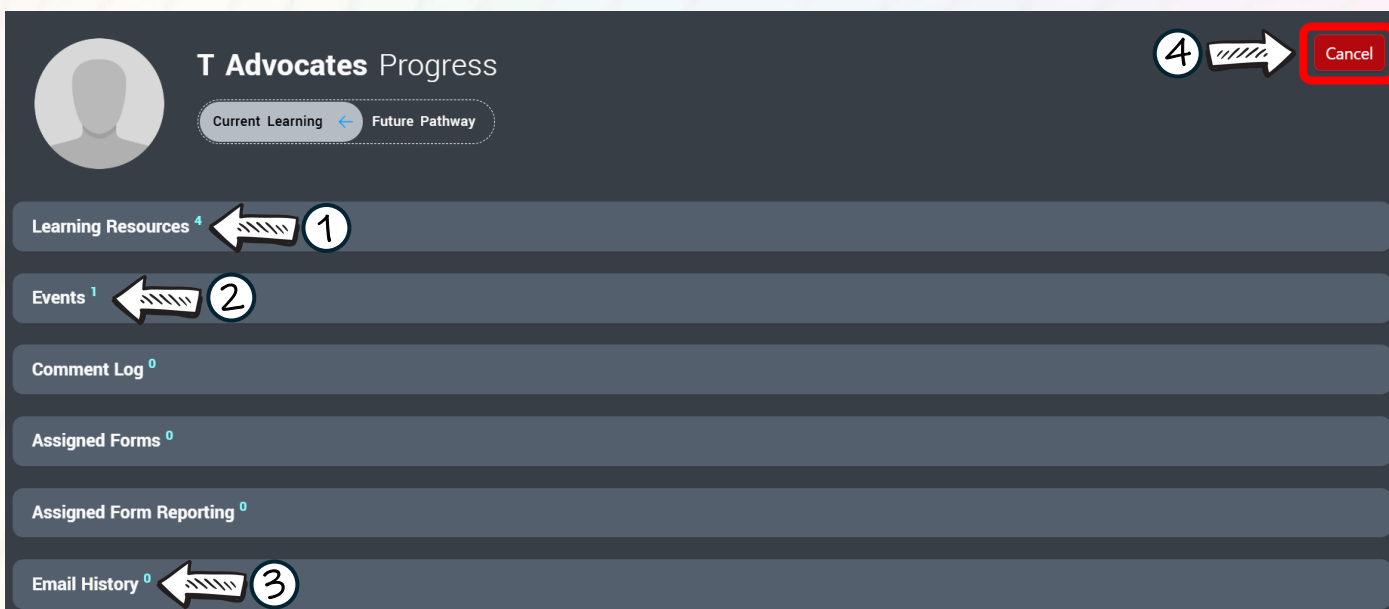
10:00 Reablement Trusted Assessor - Advanced Training [Enrolled] 📅

Progress Pane



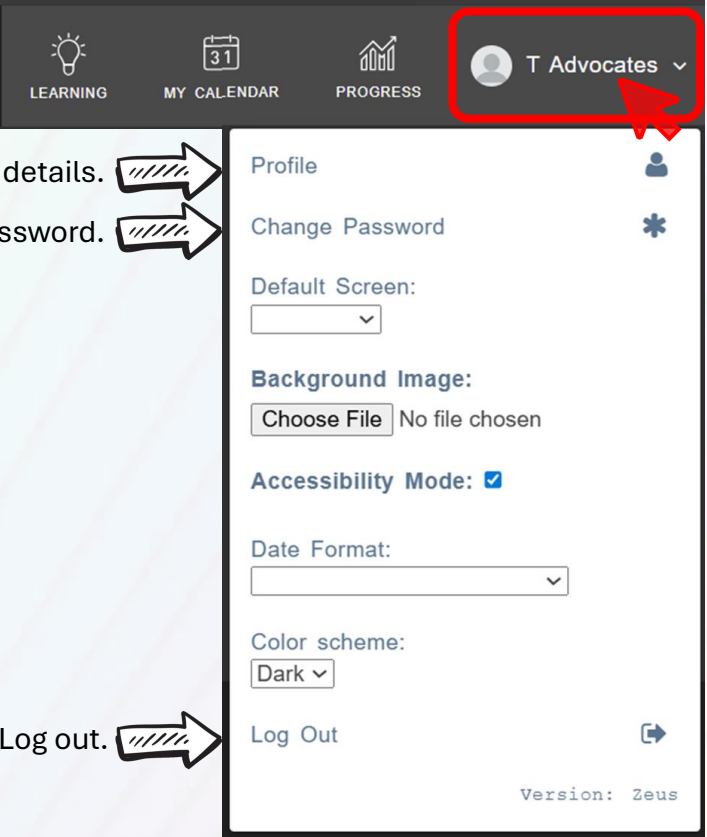
Click on the **PROGRESS** (chart) icon to open your personalised progress pane.

- 1. Learning Resources.** Click here to see all the e-learning courses you have started or completed.
- 2. Events.** Click here to see your attended and upcoming classroom courses. (In-person and facilitated online courses.)
- 3. Email History.** Click here to view any emails that have been sent regarding classroom courses. These emails will also have been sent to your email address.
- 4. Cancel.** Click here to close your personalised progress pane.



Profile and Settings

Click on your name to open (or close) the profile and settings menu.



The screenshot shows a dark navigation bar at the top with three icons: a lightbulb labeled 'LEARNING', a calendar labeled 'MY CALENDAR', and a bar chart labeled 'PROGRESS'. On the right side of the navigation bar, the user's name 'T Advocates' is displayed next to a dropdown arrow, and this area is highlighted with a red box. A red arrow points to the dropdown arrow. Below the navigation bar, a settings menu is open, listing several options: 'Profile' (with a person icon), 'Change Password' (with a star icon), 'Default Screen:' (with a dropdown arrow), 'Background Image:' (with a 'Choose File' button and 'No file chosen' text), 'Accessibility Mode:' (with a checked checkbox), 'Date Format:' (with a dropdown arrow), 'Color scheme:' (with a 'Dark' dropdown arrow), and 'Log Out' (with an external link icon). Annotations with arrows point to these options: 'View and update your profile details.' points to 'Profile', 'Change your password.' points to 'Change Password', and 'Log out.' points to 'Log Out'. At the bottom right of the settings menu, the text 'Version: Zeus' is visible.

View and update your profile details. →

Change your password. →

Log out. →

Profile

Change Password

Default Screen:

Background Image:

Choose File No file chosen

Accessibility Mode:

Date Format:

Color scheme:

Dark

Log Out

Version: Zeus

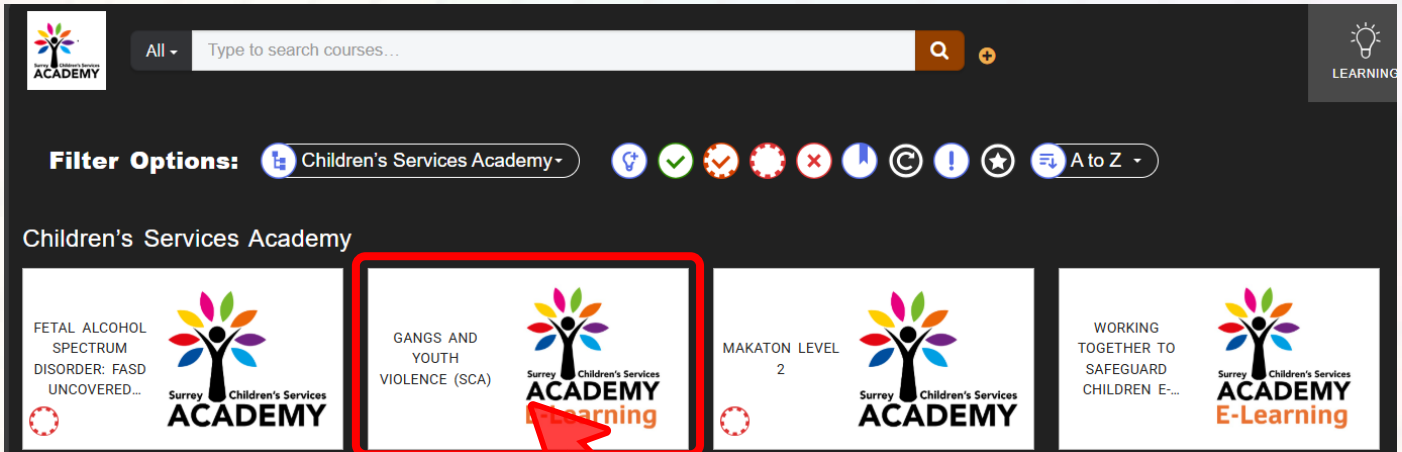
Enrol (Book) Courses

E-Learning Courses

When you have found a course that you are interested in taking (usually from the Safeguarding Training Hub **Home Page** or from the **Learning resources view**), you can find out more about the course and enrol.

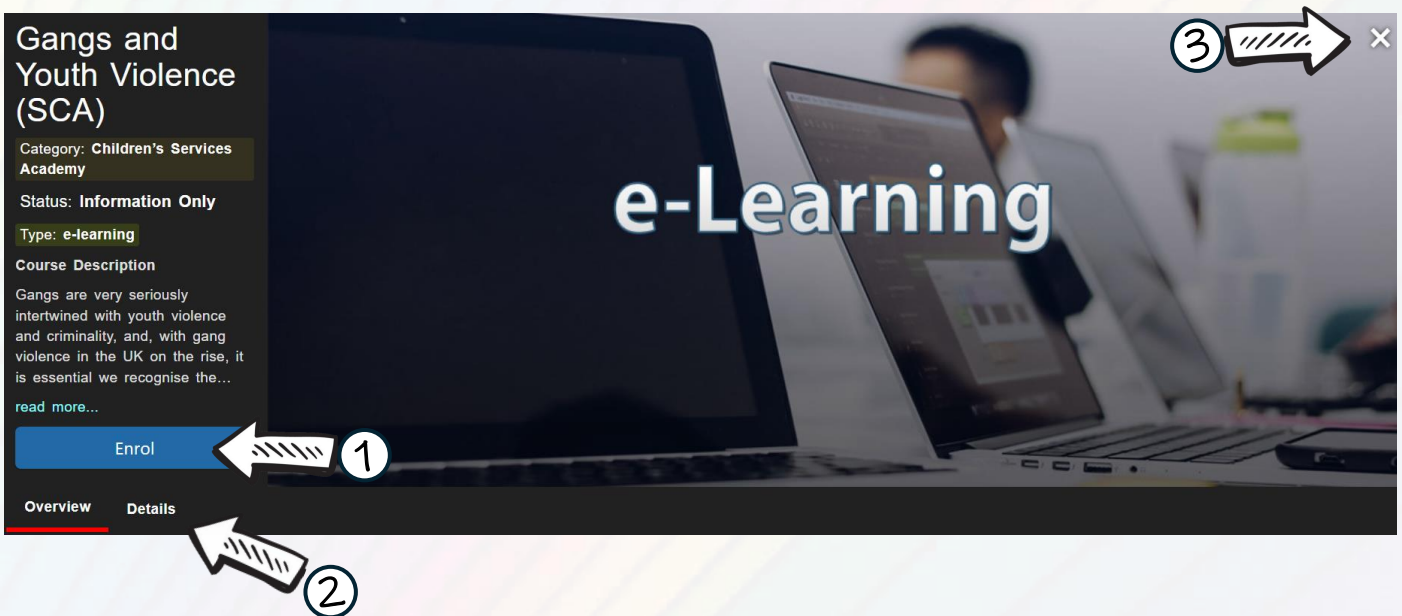
Note: The process is slightly different for E-Learning and Classroom or Facilitated Learning courses.

Click or tap your chosen course's **tile**.

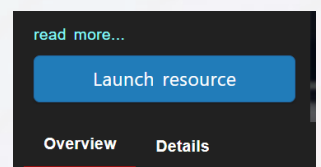


The course **Overview** is displayed.

1. **Enrol** on the E-Learning course. (Choose **Enrol** again at the bottom of the information window that appears to confirm.)
2. **Details.** View more information about the course.
3. **Close** the course information window.



When you have enrolled, you can choose **Launch resource**, to begin the E-Learning immediately. You will also find the E-Learning listed in your **Progress pane** under **Learning Resources**.



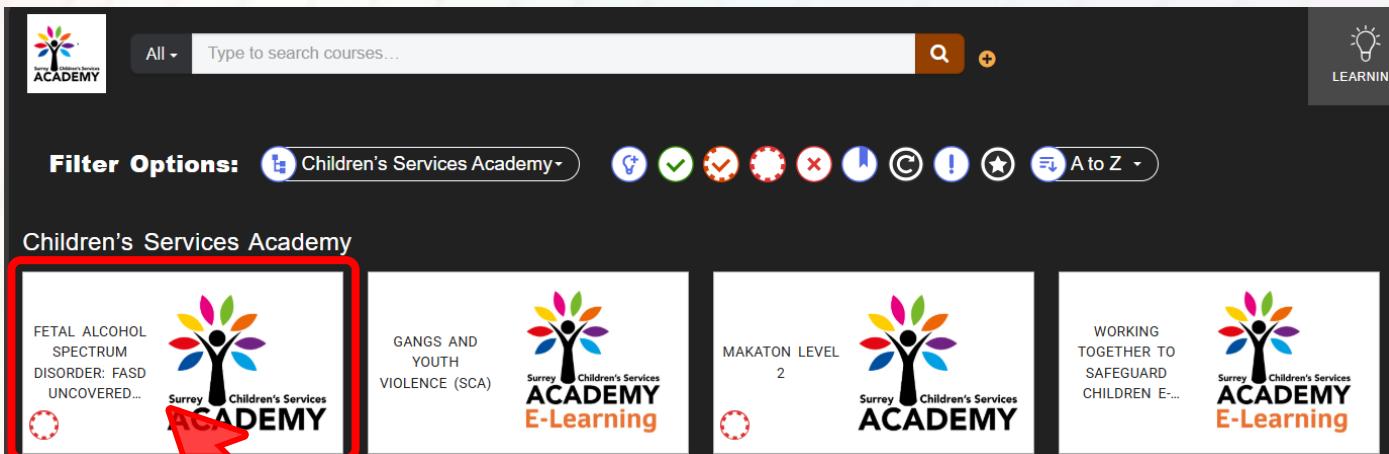
Enrol (Book) Courses

Classroom and Facilitated Courses (part 1 of 2)

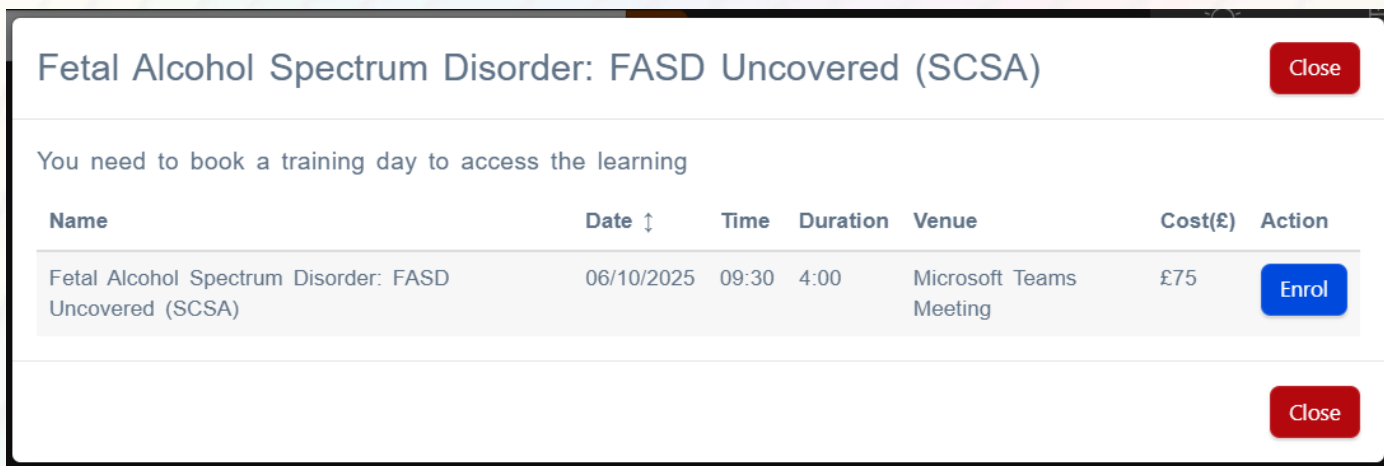
When you have found a course that you are interested in taking (usually from the Safeguarding Training Hub **Home Page** or from the **Learning resources view**), you can find out more about the course and enrol.

Note: The process is slightly different for E-Learning and Classroom or Facilitated Learning courses.

Click or tap your chosen course's **tile**.



The course title, date, venue and cost details are displayed. Choose **Enrol** to find out more. You will not be enrolled or charged at this stage.



Enrol (Book) Courses

Classroom and Facilitated Courses (part 2 of 2)

The course details are displayed.

If you wish to book:

1. Let the organiser know of any special requirements by entering information in the **text box**.
2. Choose **Enrol**, then choose **OK** on the Confirm dialogue to continue.

Note: For chargeable courses, you will proceed to the GOV UK card payments service to complete payment by credit card, debit card or Google Pay.

Fetal Alcohol Spectrum Disorder: FASD Uncovered (SCSA) Enrol Close

Description:
 To join the session please use the link below
 Time: Sep 15, 2025 09:30 AM Greenwich Mean Time
 Join Zoom Meeting
<https://us06web.zoom.us/j/85130938005?pwd=teCxve7lVbPmYdBORNxb9bwsrR2DE5.1>

Meeting ID: 851 3093 8005
 Passcode: 174546

An interactive session covering FASD – one of the most misdiagnosed neurodevelopmental disorders and the most prevalent globally. This course will provide an overview of FASD and how to support individuals awaiting or with a diagnosis.

Who is this course for?
 Everyone who works with children and families in Surrey.

Venue Details
 Venue: Microsoft Teams Meeting

Venue Details
 Venue: Microsoft Teams Meeting

Cost: £75

Date: 06/10/2025 09:30 - 06/10/2025 13:30

Duration: 240 Minutes

Enrolled: 7 / 28

Venue Details:

- Name: Microsoft Teams Meeting

Any special requirements? Please enter details here.:

2 Enrol Close

If you do not wish to book, choose **Close**.

When you have enrolled, details of the course will be sent to your registered email address. You will also be able to find the course details in your **Progress pane** listed under **Events**.

Alert

You have enrolled successfully!

OK

Cancel Courses

E-Learning courses cannot be cancelled and will remain listed as either **not attempted** or in **progress** in your **Progress pane Learning Resources**.

To cancel classroom or facilitated courses, first find the course listed in your Progress Pain Events. Then, choose **view** to bring up the course Overview.

Learning Resources ⁶

Events ²

This is a list of all lessons, webinars and meetings the learner has signed up for. Print Download

Name ↓	Type ↓	Programmes ↓	Status ↓	Duration ↓	Due Date ↓	Enrol Date ↓	Action
name							
Reablement Trusted Assessor – Advanced Training	Lesson			4 h, 30 min	19/09/2025 10:00	15/08/2025 11:58	view

Now, at the bottom left of the course Overview, choose Cancellation and follow the instructions on screen.

ACADEMY

All ▾ Type to search courses... 🔍

LEARNING MY CALENDAR PROGRESS T Advocates ▾

- Name : Millbrook Healthcare
- Address : Block 8 Henley Business Park Pirbright Road Normandy Guildford Surrey, GU3 2DX

For staff within Reablement that have completed the Reablement Trusted Assessor Basic Training and wish to enhance their skills and knowledge to be competent in prescribing advanced...
[read more...](#)

[Cancellation](#)

Overview Details

Print Certificates

If you have successfully completed an E-Learning or classroom based / facilitated course, you will be able to print or download a course certificate.

Navigate to the course in your **Progress pane**. Remember, E-Learning courses will be in the **Learning Resources** section and Classroom and facilitated courses will be listed under **Events**.

Click or tap on the course title.

Understanding Autism	1	Equality, Diversity and Inclusion	e-learning	completed	22/08/2025
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Choose **Print Certificate**.

Due: 18:00 22/08/2025

Type: e-learning

Overview


This e-learning will help you to understand how autistic people experience the world. It will give you an overview of both the common strengths and common...

[read more...](#)

Launch resource

Print Certificate

Overview Details



Further Help

Please contact Surrey Children’s Services Academy by email at:

surreychildrens.academy@surreycc.gov.uk



created for

