

Barnardo's Training and Consultancy Tees Valley Taxi Driver Safeguarding & Child Sexual Exploitation Access Guide

Barnardo's and your licensing authorities understand there is a need to increase the ability of taxi drivers to be able to spot the signs of child sexual exploitation and take appropriate action to protect children.

This **e-learning** programme has been written specifically for you as a taxi driver to provide the knowledge and understanding about safeguarding concerns and child sexual exploitation. Please find below quick and easy step by step instructions to register for the e-learning training.

NOTE: To access this e-learning programme, you will require Internet Explorer (version 8) or later, or any version of Chrome/Firefox/Safari

1. To access the e-learning please log on to: -

https://teesvalley.learnupon.com/users/sign_in

2. Click 'Sign up now' to register

A screenshot of a login page. At the top, there is a label 'Password' above a text input field. Below the input field is a red button labeled 'Sign in'. Underneath the 'Sign in' button, there is a link that says 'Don't have an account? Sign up now'. A red circle is drawn around the 'Sign up now' link. A red arrow points from the text 'Click to register' on the right side of the page to the 'Sign up now' link.

3. Type your e-mail address and new password. Click 'Sign up' once completed

A screenshot of a registration page. It features three text input fields: 'Email', 'Password', and 'Password confirmation'. A red circle is drawn around the 'Email' field, with a red arrow pointing to it from the text 'Enter e-mail address' on the left. Another red circle is drawn around the 'Password' field, with a red arrow pointing to it from the text 'Enter new password' on the right. A third red circle is drawn around the 'Password confirmation' field, also with a red arrow pointing to it from the text 'Enter new password' on the right. At the bottom of the form is a red button labeled 'Sign up'. A red arrow points from the text 'Click 'Sign up' once completed' on the left to the 'Sign up' button.

4. Type your first name and last name. Click on the down arrow and select your area. Type your licence number (or type your Date of Birth if you are not yet licensed). Click 'Save' once completed



The registration form contains the following fields and buttons:

- First name** and **Last name**: Text input fields with red circles around them. An arrow points to both with the text "Enter first and last".
- Authority Area**: A dropdown menu with "Choose" selected and a down arrow on the right. A red circle is around the arrow, with an arrow pointing to it from the text "Click on arrow to choose your authority".
- Licence Number**: Text input field with a red circle around it. An arrow points to it from the text "Enter licence number or date of birth if not yet licensed".
- Save**: A button at the bottom with a red circle around it. An arrow points to it from the text "Click 'Save' once".

5. Click 'browse the catalogue' to enroll



The "Courses" page displays the following information:

- Summary statistics: 0 Enrolled, 0 Completed, 0 Total.
- Buttons: "Enrolled" and "Completed".
- Text: "Currently you have not been enrolled in any courses. Why not **browse the catalogue** to find some courses you would like to take." The phrase "browse the catalogue" is circled in red, with an arrow pointing to it from the text "Click here to access".

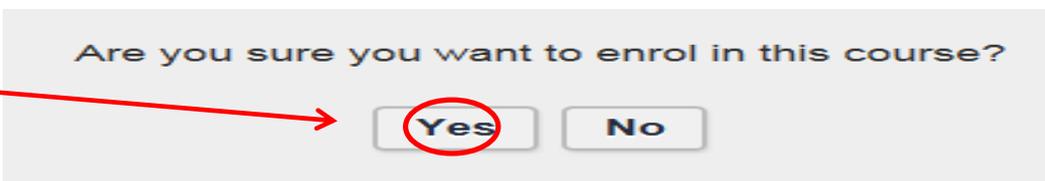
6. Click 'Enrol in Course'



The course details page for "Safeguarding Adults and Child Sexual Exploitation" includes:

- Course title: "Safeguarding Adults and Child Sexual Exploitation".
- Link: "...read more".
- Content: "1 module" and "View Details".
- Button: "Enrol in Course" (circled in red) with an arrow pointing to it from the text "Click here to enroll".

7. Click 'Yes' to join course



The confirmation dialog asks: "Are you sure you want to enrol in this course?"

- Buttons: "Yes" (circled in red) and "No".
- An arrow points to the "Yes" button from the text "Click 'Yes' to enrol".

8. Click 'Launch' to start the course

Courses

1 Enrolled 2 Completed 3 Total

Enrolled Completed

Enrolled	Last entered	Modules	Progress	Action
04 Nov 2016	-	1	Not Started	View Details Launch

Change Language
Use portal default

Recent Activity
You were enrolled in course [Safeguarding Adults and Child Sexual Exploitation](#)
less than 1 minute ago

Enrolled user
ian.harrison@hartlepool.gov.uk in

Click here to start

9. Begin the course, following the on-screen instructions

10. Take the 'Quiz'

There is a 'Quiz' at the end of the course, which you must pass. The pass mark is 80% which means getting getting 8 out of the 10 questions right.

11. Complete the Course

Once you have finished the quiz, click the small 'x' in the top right hand corner of the screen. This will bring up a screen showing whether you have passed or failed.

Safeguarding Adults and Child Sexual Exploitation

DARLINGTON BOROUGH COUNCIL REPAIR & CREST Stockton-on-Tees BOROUGH COUNCIL Middlesbrough moving forward

End of course

This educational resource is a product of

Nightwatch

Believe in children
Barnardo's
Barnardo's Registered Charity
Nos. 216250 and SC037605

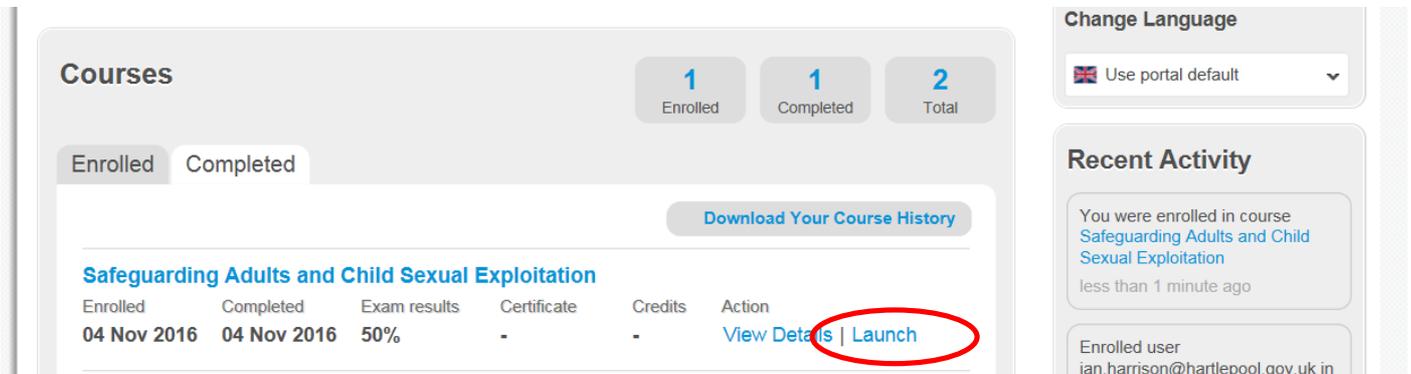
Funded by
Department for Education

Well done. You may now exit the course by clicking the small 'x' (top right of the course window). If you have obtained a certificate, it will be available from the 'Dashboard' tab.

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12. If you fail

If you did not achieve the pass mark, you must take the quiz again. You can do this by clicking on 'Launch' and doing the course again.

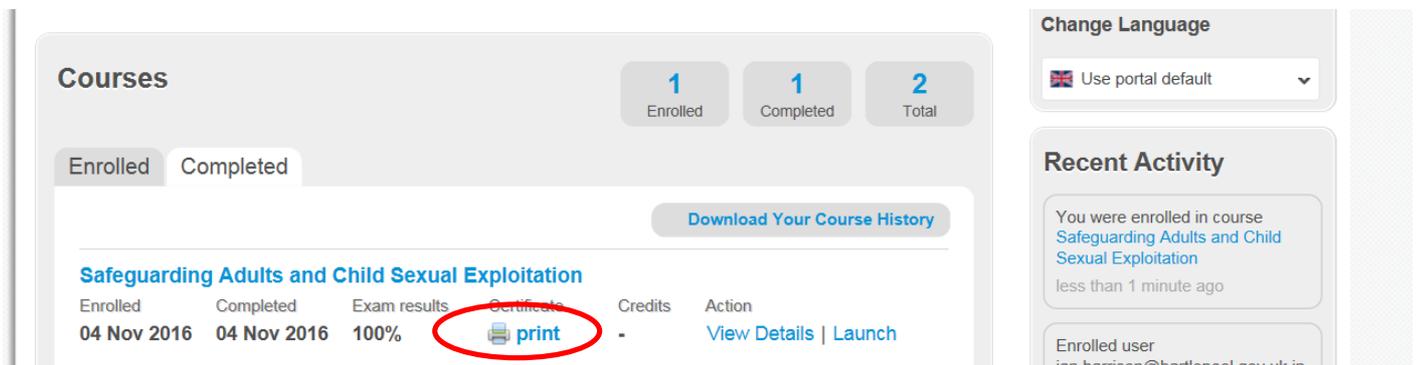


The screenshot shows a 'Courses' section with a table of course progress. The course 'Safeguarding Adults and Child Sexual Exploitation' is listed with an enrollment date of 04 Nov 2016, a completion date of 04 Nov 2016, and exam results of 50%. The 'Certificate' column shows a dash, and the 'Action' column contains 'View Details | Launch', where 'Launch' is circled in red. To the right, there is a 'Change Language' dropdown set to 'Use portal default' and a 'Recent Activity' section showing the user was enrolled in the course less than 1 minute ago.

Enrolled	Completed	Exam results	Certificate	Credits	Action
04 Nov 2016	04 Nov 2016	50%	-	-	View Details Launch

13. If you passed

Congratulations, you can now download or print your 'pass' certificate. You can do this by clicking on 'print' and this will display your certificate. You can save this to your computer or print it.



The screenshot shows the same 'Courses' section as above, but the exam results are now 100%. The 'Certificate' column shows a 'print' icon, which is circled in red. The 'Action' column contains 'View Details | Launch'. The 'Recent Activity' section on the right shows the user was enrolled in the course less than 1 minute ago.

Enrolled	Completed	Exam results	Certificate	Credits	Action
04 Nov 2016	04 Nov 2016	100%		-	View Details Launch

14. Send in your pass certificate

Once you have passed the course and downloaded, or printed, your certificate, you must send it to the Council's Licensing Team at licensing@hartlepool.gov.uk

If you have any questions about the training please contact the Licensing Team on (01429) 523354 or by e-mail at licensing@hartlepool.gov.uk.

If you experience technical issues with the website please e-mail: support@marshallacm.co.uk