

# 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](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 'Password' label above a text input field. Below the input field is a red 'Sign in' button. Underneath the button, it says 'Don't have an account?' followed by a blue 'Sign up now' link. A red circle is drawn around the 'Sign up now' link, and a red arrow points from the text 'Click to register' to this 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 from the text 'Enter e-mail address'. Another red circle is drawn around the 'Password' field, with a red arrow pointing from the text 'Enter new password'. A third red circle is drawn around the 'Password confirmation' field, also with a red arrow pointing from the text 'Enter new password'. At the bottom of the form is a red 'Sign up' button, which is circled in red. A red arrow points from the text 'Click 'Sign up' once completed' to this 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**



Enter first and last

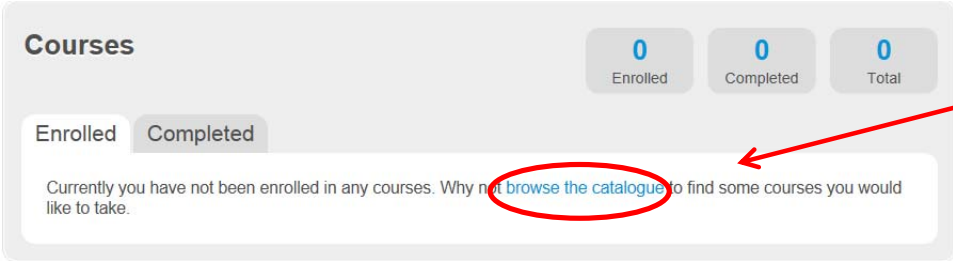
Enter licence number or date of birth if not yet licensed

Click 'Save' once

Click on arrow to choose your authority

The form contains fields for 'First name', 'Last name', 'Authority Area' (with a dropdown arrow), and 'Licence Number'. A 'Save' button is located at the bottom left of the form.

**5. Click 'browse the catalogue' to enroll**



Click here to access

The 'Courses' section shows statistics: 0 Enrolled, 0 Completed, and 0 Total. Below these are tabs for 'Enrolled' and 'Completed'. A message states: 'Currently you have not been enrolled in any courses. Why not [browse the catalogue](#) to find some courses you would like to take.'

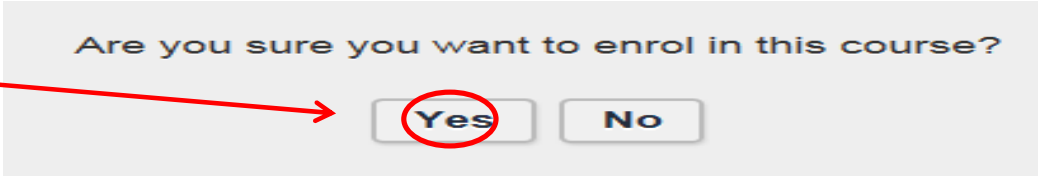
**6. Click 'Enrol in Course'**



Click here to enroll

The course title is 'Safeguarding Adults and Child Sexual Exploitation'. Below the title is a link for '...read more'. The content is listed as '1 module' with a 'View Details' link. A blue button labeled 'Enrol in Course' is circled in red.

**7. Click 'Yes' to join course**



Click 'Yes' to enrol

Are you sure you want to enrol in this course?

The dialog has two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.

## 8. Click 'Launch' to start the course

The screenshot shows a course dashboard for 'Safeguarding Adults and Child Sexual Exploitation'. At the top, there are three progress indicators: '1 Enrolled', '2 Completed', and '3 To do'. Below this, there are tabs for 'Enrolled' and 'Completed'. The main content area shows a table with the following data:

Enrolled	Last entered	Modules	Progress	Action
04 Nov 2016	-	1	Not Started	<a href="#">View Details</a>   <a href="#">Launch</a>

The 'Launch' button is circled in red. A red arrow points to it with the text 'Click here to start'. To the right, there is a 'Change Language' dropdown menu set to 'Use portal default' and a 'Recent Activity' section showing the user was enrolled in the course less than 1 minute ago.

## 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 70% which means getting getting 7 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 show whether you have passed or failed.

The screenshot shows the 'End of course' screen. At the top, there are logos for Darlington Borough Council, Barnard's (Barnard's Children's Centre), Stockton-on-Tees Borough Council, and Middlesbrough (moving forward). The main content area features the text 'This educational resource is a product of Nightwatch' and logos for 'Believe in children Barnard's' and 'Funded by Department for Education'. At the bottom, there is a message: '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.' A small 'x' button in the top right corner of the course window is circled in red. At the bottom of the screen, there is a navigation bar with 'Menu', 'Resources', and 'Help' icons, and a page indicator '39 of 39'.

## **12. If you fail**

If you failed, you must take the quiz again. You can do this by clicking on 'Launch' and doing the course again.

The screenshot shows a user interface for course management. At the top, there are three buttons: '1 Enrolled', '1 Completed', and '2 Total'. Below this, there are tabs for 'Enrolled' and 'Completed'. A 'Download Your Course History' button is visible. The main content area shows a table for the course 'Safeguarding Adults and Child Sexual Exploitation'. The table has columns for 'Enrolled', 'Completed', 'Exam results', 'Certificate', 'Credits', and 'Action'. The row shows '04 Nov 2016', '04 Nov 2016', '50%', a dash, and a dash. The 'Action' column contains 'View Details | Launch', with 'Launch' 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   <b>Launch</b>

## **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 user interface as above, but the 'Exam results' column now shows '100%'. The 'Certificate' column contains a 'print' button with a printer icon, which is circled in red. The 'Action' column still shows 'View Details | Launch'. The 'Recent Activity' section on the right is identical to the previous screenshot.

Enrolled	Completed	Exam results	Certificate	Credits	Action
04 Nov 2016	04 Nov 2016	100%	<b>print</b>	-	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.administration@stockton.gov.uk](mailto:licensing.administration@stockton.gov.uk)

If you have any questions about the training please contact the Licensing Team on (01642) 524802 or by e-mail at [licensing.administration@stockton.gov.uk](mailto:licensing.administration@stockton.gov.uk)

If you experience technical issues with the website please e-mail: [support@marshallacm.co.uk](mailto:support@marshallacm.co.uk)