

Guidance Notes for Safeguarding Children Level 1 e-learning

August 2025

Please read these guidance notes before completing the course.

Please access the training by following this link [ESCA eLearning](#)

Please create a new account as below,

- Click create account.
- Enter all details required (username must be all lowercase and the password must have at least 1 special character(s) such as *, -, or #.)
- Once complete click create my new account
- Once you have created an account, an email should have been sent to the email address provided. It contains easy instructions to complete your registration. In the email, click on the link provided to confirm your account.
- The registration is then confirmed, then click courses
- Log in.

Once logged in

- From the menu at the top, click on the **HOME** page
- Then scroll down to **AVAILABLE COURSES**
- Select Safeguarding Children Level 1 as circled below



Safeguarding Children Level 1 e-learning package. You will have some reading to complete, before accessing the quiz. Once you have completed and pass both elements, you will be given a certificate.

You will then come to the dashboard, please then select the **Guidance notes**.

Once the guidance notes have been read,

- on the left hand side click on SGCL1
- Then select the blue enter button.

There are three parts to this course, **all three parts need to be completed**. In order for a certificate to be generated you must;

- Complete the first part which is pre-reading, please read through this content first to the end before completing the quiz.
- Complete the quiz, which needs to have all the questions answered and a pass mark of 80% needs to be achieved.

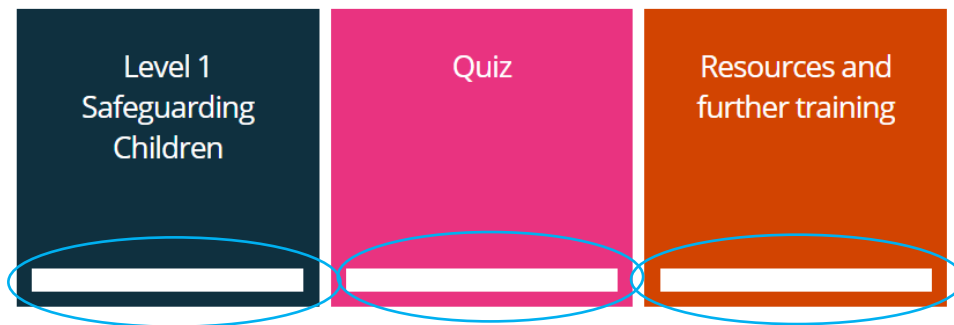
- Complete Resources and Further training section, this needs to be read through in order for a certificate to be automatically generated.

Please complete all sections. As you work through each section of the course, the white scroll bar in the colour blocks (circled below) will start to fill in. If they do not, you may be scrolling down too quickly. The system can detect if these have been accessed and therefore will not generate a certificate if any section is incomplete.

To start the course

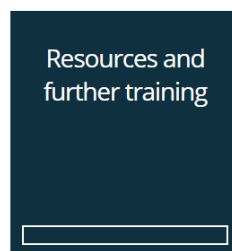
3, At the start of the course there are some colour blocks as below, please click on the navy block to start the course.

Click or tap on the blocks below to find out more



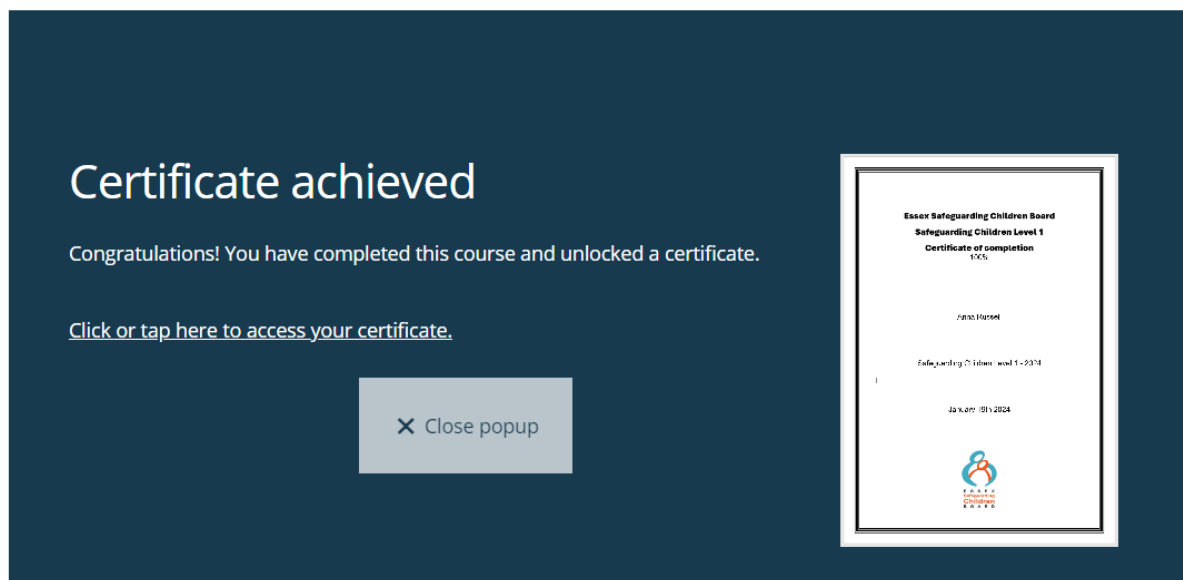
Once the first part is complete, please then proceed to the quiz.

Once you have completed the first two sections and passed the quiz, you will need to click on the home button at the end, you will then need to click on the orange block (as shown above,) which will then take you to a navy block, (as shown below) please then click on the navy block



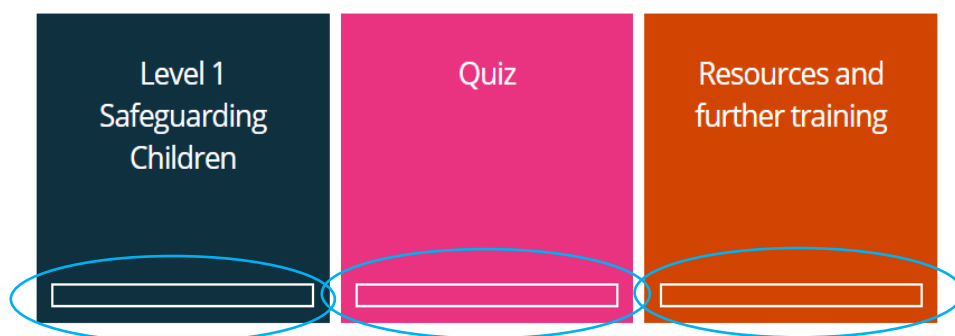
Please read through the Resources and further training section to the end, you **must** complete this last section in order to get your certificate.

The link to the certificate will then pop up at the end of this section as below. If it doesn't appear straight away, please move your mouse over the text until it appears.



Please click on the link to access the certificate and ensure this is downloaded and saved on completion. This will only pop up once and the **certificate is no longer saved on the site.**

4, Once completed, the colour blocks will be filled in as shown below.



If the pop up doesn't appear, please ensure all parts of the course are complete and the scroll bar in each colour block is filled in. Please also ensure the tick box at the beginning of the course (Topic 1) is ticked to show completion, as circled below.

Safeguarding Children - Level 1



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Topic 1

[Safeguarding children - Level 1](#)



Safeguarding Children Level 1 e-learning package. You will have some reading to complete, before accessing the quiz. Once you have completed and pass both elements, you will be given a certificate.