

# Online Safeguarding Children Recertification User Guide

## What is the Online Safeguarding Children Recertification course?

The Online Safeguarding Children Recertification course is a convenient way to make sure that your knowledge is up to date, and that you have a valid Safeguarding Children certificate. Updating should happen every three years. Anyone who has done The FA three hour face to face Safeguarding Children Workshop can do the Online recertification.

The course gives practical examples of football situations and explores how to deal with them. There is a recap of the face to face Safeguarding course, but the course also includes new information, like changes in the law and information on how to protect children on the internet.

## Enrolling on the course

### 1. Paying for the course or Entering your discount/free code.

To access the course you need to pay or enter your promotional code here -

<http://eventspace.thefa.com/OnlineCourses/participant/arrangement.aspx?id=32527>

You will need your FAN and password to login.

If you have forgotten your FAN or Password please go here:

<https://secure.thefa.com/FAN/RetrieveFANDetails.aspx>

or

e-Mail [memberserviceslogin@thefa.com](mailto:memberserviceslogin@thefa.com) with the following details: Full Name, Date of Birth, Postcode and FAN number (if known).

### 2. Accessing and completing the course

The course is held on the members' services section of any County FA website. For Durham County FA click on the following link:

<https://www.durhamfa.com/MembersServices/Templates/SystemTemplates/MembersServices/MembersDefault.aspx>

### 3. Inside Members' Services

#### Step One: Login with your FAN and Password.

If you have forgotten your FAN or Password please follow the instructions above to recover them.

**Step Two:** Go To 'My Football' on the left hand menu, then Choose 'Online Courses'.

**Step Three:** Click the 'Enrol' button by the Safeguarding Children course.

**Step Four:** Click 'launch' on each of the modules in turn.

Once you have finished the course, your profile will be automatically updated and your certificate will be sent to the address linked to your FAN number. To change this address please use this website: <https://secure.thefa.com/FAN/UpdateFANDetails.aspx>