

Step 6 – Enter your Employee / Staff number

Enter your employee number.
Are you a member of a professional body tick yes or no. Click 'Continue'

Step 7 – Grade Number

If you do not know your grade number tick 'no' otherwise enter and select from the list that will appear.

If you ticked 'no' above

Select your staff category from the drop down menu. E.g. if you are a home help in the first box select 'other patient & client care'. Then 'home help'. Home Help will appear in this box. Click. Then click Finish

Step 8 – When you have registered / logged in

Click on 'My Learning'

Step 9

Type 'Introduction to Children First' into the box.
Click 'search'

Step 10 – Click on 'An Introduction to Children First'

Step 11 – Scroll to the bottom of the new page and click

When you have completed the training and assessment you will receive a certificate of completion which you must forward to your line manager.



HSE Children First National Office

Mandatory Children First Training on HSELandD Guide to Registering

Children first training is mandatory for **ALL Staff** (permanent, temporary, agency, locum or visiting), students and volunteers, irrespective of role or grade.

Funded Agencies and **Contracted Services** also need to complete the Children First E-learning programme.



"An introduction to Children First" is the HSE E-learning programme about the responsibilities of all staff, students and volunteers under Children First.

Children First: National Guidance for the Protection and Welfare of Children (2011) is the National Guidance which promotes the safety and well-being of all children. Children First states that **"protecting children from harm is everyone's responsibility"**

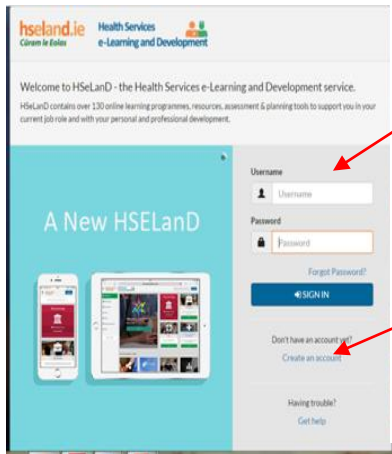
The HSE has a responsibility under Children First to ensure that all staff members are able to recognise the signs and symptoms of child abuse and neglect and understand the correct procedures for reporting their concerns

www.hse.ie/childrenfirst

childrenfirst@hse.ie

Getting started with Children First E-learning Programme

Step 1 – Go to www.hseland.ie



Step 2 - If you have a HSELand account sign in with your account details.

If you do not have an account, click 'Create an account'

Step 3 - Create an account

Complete the registration as requested.

You don't have to have a HSE e-mail addresses to register

When completed click 'Continue'

Step 4 – Select your organisation, group or status

Select what best describes your organisation

If you are unsure ask your line manager

If you don't fit any of the categories in Section A, scroll down the page and please select from Section B

Step 5 – for example if you select Community Healthcare Organisation (CHO)

Select your CHO area by clicking the drop down menu.

Select division by again clicking the drop down menu.

Enter location and click 'continue'

For example if you select Hospital group

Select your hospital group from the drop down menu.

Select the site specific hospital where you work then click 'Continue'