



**SAFEGUARD**

my School

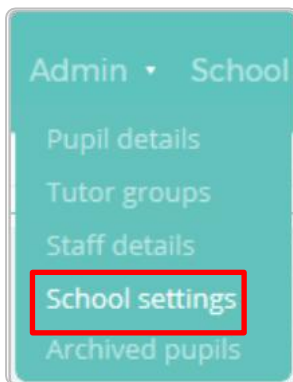
Part of **tes**

# Safeguard my School User guide

Getting started with Safeguarding

## Safeguard my School

The safeguarding module allows staff to work together to focus on safeguarding and promoting children's welfare. This Quick Start guide demonstrates how to set up Safeguarding, how to report issues, and how to manage recorded issues.



### Setting up your school's Safeguarding Module

First point of action, the [admin user/ safeguarding lead](#) on the account will need to set up the safeguarding module. Click on [Admin](#) and select [School settings](#).



Scroll down to the Safeguarding section or click on the [Safeguarding](#) tab on the left side of the page.

#### Password for accessing reports:

You will need to create a [safeguarding password](#). This password is required when a staff member reports a safeguarding issue. [All staff](#) will need to know this password.

#### Report safeguarding issue url:

Your public report URL: <https://edukeyapp.com/safeguard/demoschool-2>

You can also [display the report issues portal externally](#), via url. You can change the name of the address by modifying this field.

## Setting up your school's Safeguarding Module

The safeguarding module is preloaded with concerns that are in line with the [Ofsted safeguarding policy](#).

These concerns can be edited and removed to your preferences by clicking on the [edit](#) and [remove](#) buttons.

Ticking [notify leads?](#) will send the safeguarding lead an [email](#) every time an issue is reported with this concern specified.

### Concerns

Abuse	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Alcohol/Drug Misuse (child/within family)	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Behaviour	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Bereavement	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Concern (expressed by peers/teachers/external agency)	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Domestic violence	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Financial concerns	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Hospitalised for mental health	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Illness (in family)	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Medical (student)	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Parent in custody	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Social services involvement	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?

[add concern](#)

Choose a name for the new concern:

[OK](#) [Cancel](#)

You can also add your own concerns by clicking [add concern](#) at the bottom of the list. Enter a name for the concern in the pop up.

Click [OK](#). Your concern will now appear within the list of concerns and can be selected when reporting an issue.

Parent in custody	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
Social services involvement	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?
EXAMPLE CONCERN	<a href="#">Edit</a>	<a href="#">Remove</a>	<input checked="" type="checkbox"/> notify leads?

[add concern](#)

## Editing a concern category

Concern categories can be set up to include additional functionality by clicking on their [Edit](#) button.

The available options are explained on the following pages.

Concerns	
Abuse (urgent)	<a href="#">Edit</a> <a href="#">Remove</a>
Alcohol/Drug Misuse (child/within family)	<a href="#">Edit</a> <a href="#">Remove</a>
Antisocial behaviour	<a href="#">Edit</a> <a href="#">Remove</a>

Concern

Name:  
Abuse

Priority:  
Urgent

Include Body Map:

Guideline text:

Close OK

## Adding a priority level to a concern category

Safeguard my School allows you to set up default priority levels for each of your concern categories, so that a priority level is automatically set when a safeguarding issue is reported.

To set up default priority levels, click on the [Edit](#) button for your chosen concern category and select a priority level from the [Priority](#) drop down menu.

Click on the [OK](#) button to save your changes.

When a safeguarding incident is reported using a concern with a priority level, the priority level is recorded on the [View Issues](#) page. This allows you to track the most urgent concerns with ease.

If multiple concerns were reported within the same incident, then the [highest priority level](#) will be displayed.

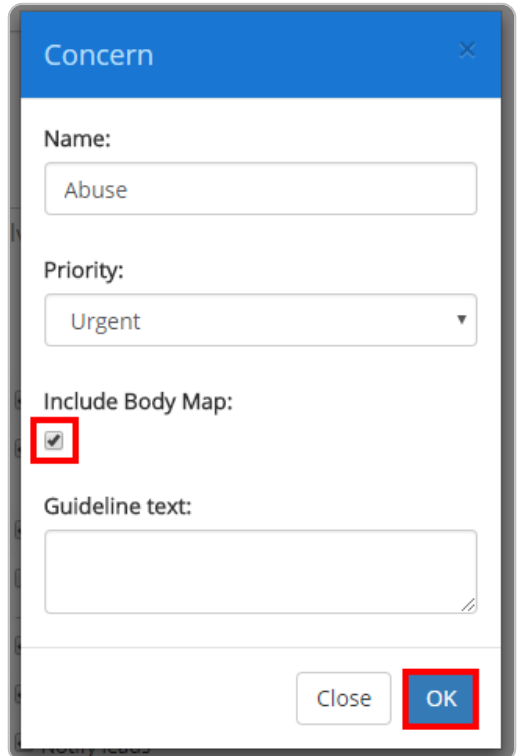
Priority	Concerns
Show all	Show all
Urgent	<ul style="list-style-type: none"><li>Self harm (urgent)</li></ul>
Urgent	<ul style="list-style-type: none"><li>Abuse (urgent)</li></ul>

## Adding a body map to a concern category

You can set up concern categories to provide staff with an [interactive body map](#) whenever the concern is used in a safeguarding report.

To enable a body map for a concern category, click on the [Edit](#) button and tick the checkbox labelled [Include Body Map](#) in the resulting popup.

Click on the [OK](#) button to save your changes.



Concern

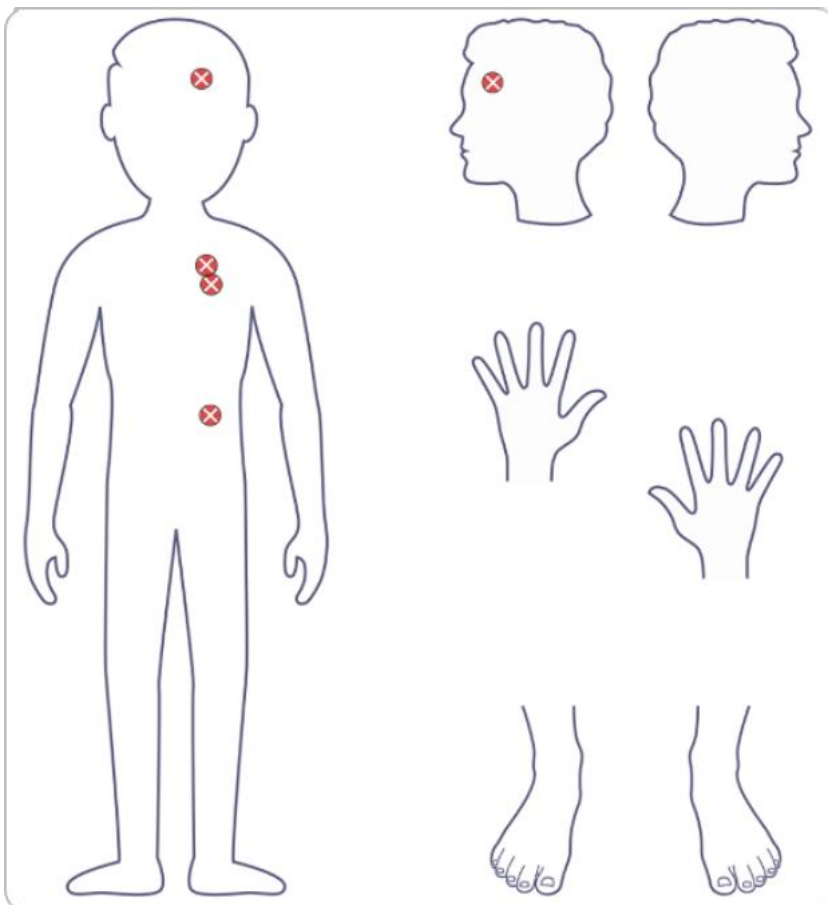
Name:  
Abuse

Priority:  
Urgent

Include Body Map:

Guideline text:

Close OK



Once set up, select the edited concern category when reporting a safeguarding issue.

An interactive body map will appear. [Click](#) on area of the body in order to mark it. A [red circle with a cross](#) will appear on the marked spot to indicate this.

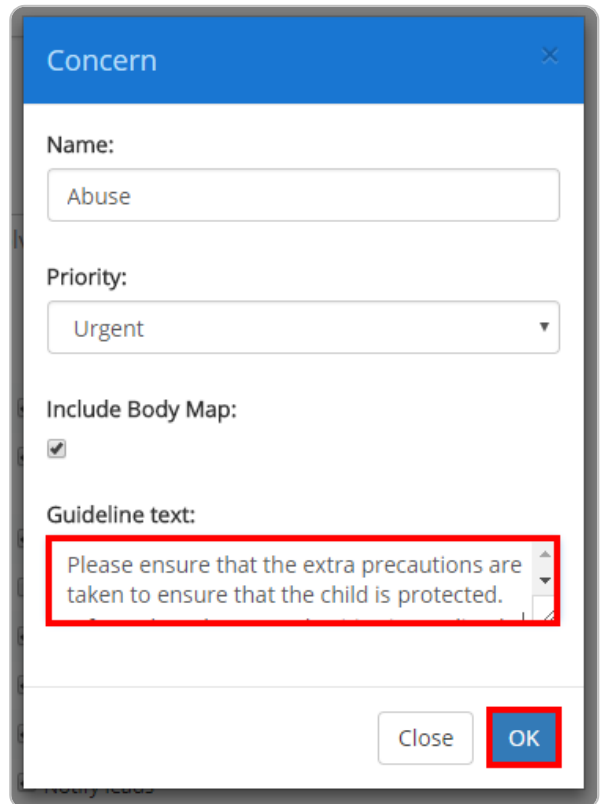
When the safeguarding report is submitted, the areas marked on the body map will also be included within the report.

## Adding a guideline text to a concern category

You can also set up concern categories to provide the user with [additional information](#) whenever the concern is used in a safeguarding report. This is useful if you wish to leave specific instructions to staff.

To set up guideline text, click on the [Edit](#) button and enter your instructions into the textbox labelled [Guideline text](#) in the resulting popup.

Click on the [OK](#) button once you have finished to save your changes.



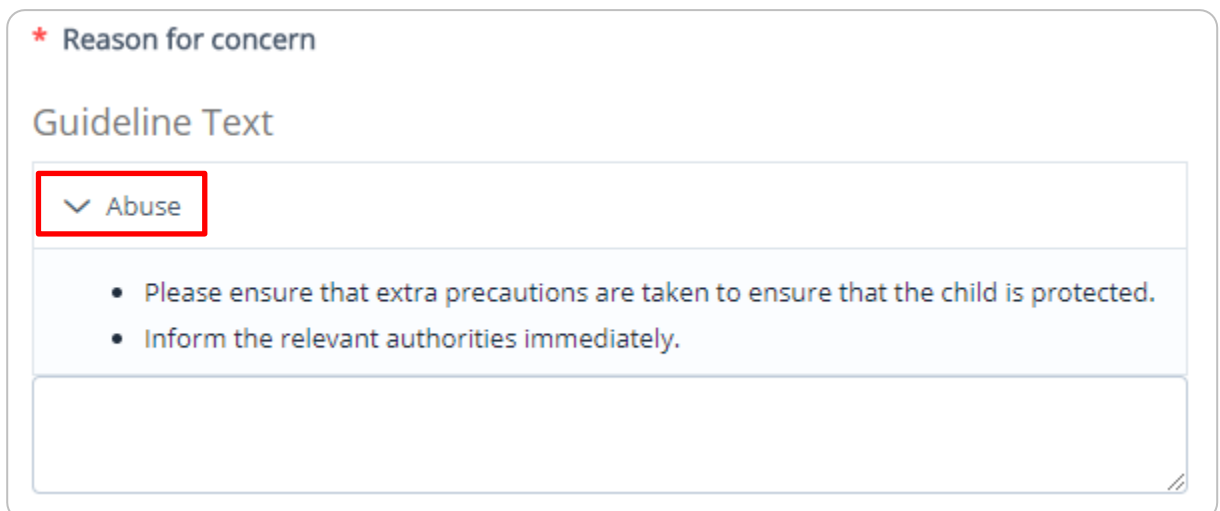
The screenshot shows a 'Concern' edit popup with the following fields:

- Name:** Abuse
- Priority:** Urgent
- Include Body Map:**
- Guideline text:** Please ensure that the extra precautions are taken to ensure that the child is protected.

At the bottom right, there are 'Close' and 'OK' buttons. The 'OK' button is highlighted with a red border.

Once a concern category has been set up to include guidelines, your staff will be able to access the included information when reporting a safeguarding issue.

When the concern is selected in the report, staff will see a stub for the category within the [Guideline Text](#) section of the [Reason for concern](#) text area. Click on the stub to reveal the guidance text.



The screenshot shows the 'Reason for concern' section with the following content:

- \* Reason for concern**
- Guideline Text**
- A dropdown menu showing 'Abuse' (highlighted with a red border).
- A list of instructions:
  - Please ensure that extra precautions are taken to ensure that the child is protected.
  - Inform the relevant authorities immediately.

Safeguarding ▾

View issues

Archived issues

Report issue

Analyse

## Creating a Safeguarding issue

With the Safeguarding module, staff are able to easily report sensitive issues in a consistent format.

To report a safeguarding issue, mouse over [Safeguarding](#) in the top menu and click on [Report Issue](#). You will then be directed to the login portal, which is shown below.

On this page you will need to enter the school's [safeguarding password](#) to log in.

If a welcome message was specified in [School Settings](#), it will appear on the right.



### SAFEGUARDING

Report any concerns you have about any pupils at Cliff School school.  
Enter your password to proceed.

Report a concern, follow up & analyse.  
Encourage a positive safeguarding culture.

LOG IN

### SAFEGUARDING

Report any concerns you have about any pupils at Demo School 2.

\* Choose who you are

Incident date

Mrs Mina Asif

11/04/2017

\* Choose pupil(s) concerned.

George Adams X

\* Concerns

Behaviour X Bullying victim X

\* Details of concern

George has been acting out towards staff recently due to being isolate by his peers. I have spoken with the counselor who has now provided George with a support program.

SUBMIT FORM

After logging in, you will see your school's [safeguarding form](#).

Enter information about the incident into the relevant fields and click [submit form](#) to log the issue.

Safeguarding ▾

**View issues**

Archived issues

Report issue

Analyse

## Viewing a Safeguarding Issue

Once issues have been reported by your staff, you can access and manage them within Safeguard my School.

To view a list of the school's safeguarding issues, mouse over the **Safeguarding** menu and click on **View issues**.

You will be presented with a list of safeguarding issues. The list can be refined to your preferences by using the various **filters** at the top of the table.

	First name	Surname	Incident date	Reported date	Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Show all ▾
<input type="checkbox"/>	Stan	Ackton	5/7/2017	5/7/2017	Closed
<input type="checkbox"/>	Payal	Adedeji	5/7/2017	5/7/2017	Open

Archive selected issues

To archive an issue, tick the **checkbox** next to an issue and click on the **Archive selected issues** button.

Archived issues are stored within a separate list, which can be accessed from the Safeguarding menu as **Archived issues**.

	First name	Surname	Incident date	Reported date	Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Stan	Ackton	28/6/2017	28/6/2017	Archived
<input type="checkbox"/>	Jon	Dorian	21/6/2017	21/6/2017	Archived



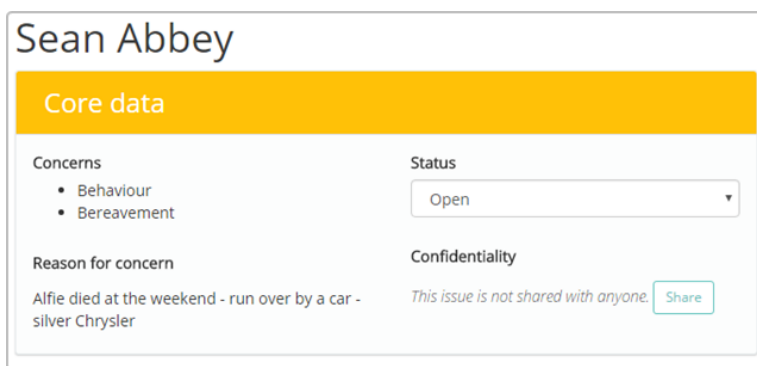
## Viewing a Safeguarding Incident



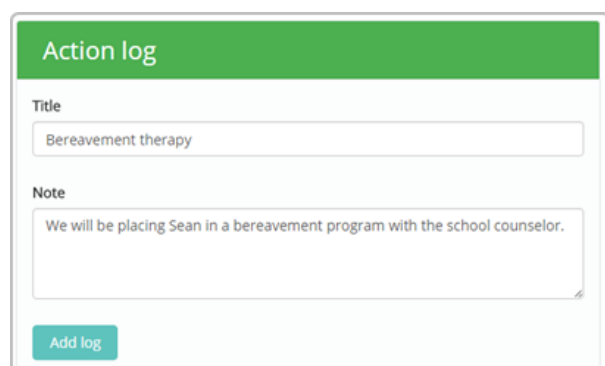
To view an issue in more detail, click on the 3 dots and select [View incident](#). You will be directed to the information below:

The [Core Data](#) section contains the [incident information](#) that was reported by a staff member.

You can change the status and priority of the issue by selecting from the [Status](#) and [Priority level](#) drop down menus respectively.



The screenshot shows the 'Sean Abbey' incident details page. It features a yellow header for 'Core data'. Under 'Concerns', there are two bullet points: 'Behaviour' and 'Bereavement'. The 'Reason for concern' section contains the text: 'Alfie died at the weekend - run over by a car - silver Chrysler'. The 'Status' dropdown menu is set to 'Open'. The 'Confidentiality' section includes the text 'This issue is not shared with anyone.' and a 'Share' button.



The screenshot shows the 'Action log' form. It has a green header. The 'Title' field contains 'Bereavement therapy'. The 'Note' field contains 'We will be placing Sean in a bereavement program with the school counselor.' There is an 'Add log' button at the bottom.

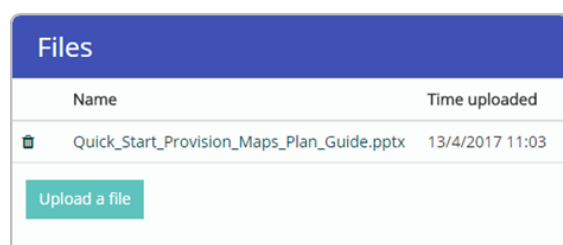
Staff members can include the actions that have been taken towards this incident by creating an [Action Log](#) entry.

Once written, logs can be [edited](#) and [deleted](#). Click [History](#) to see a list of the changes that have been made.

Any logs and status updates will be recorded in [chronological](#) order.




The screenshot shows the 'Status update' section with a green header. The main text reads 'Issue has been shared with Mr Pete Roberts'. At the bottom, it says 'Created: Mr Example Teacher - 13/4/2017 10:47'.




The screenshot shows the 'Files' section with a blue header. It contains a table with two columns: 'Name' and 'Time uploaded'. One file is listed: 'Quick\_Start\_Provision\_Maps\_Plan\_Guide.pptx' with a time of '13/4/2017 11:03'. Below the table is an 'Upload a file' button.




The [Files](#) section allows you to upload any files that are related to the issue

## Viewing a child's safeguarding profile

 View incident

 View safeguarding profile

To view a pupil's individual safeguarding profile, click on the **3 dots** next to an issue and select **View safeguarding profile**.

Safeguarding						
	Date	Concerns	Reason for concern	Submitted by	Last action	Status
	10/4/2017	<ul style="list-style-type: none"><li>Bereavement</li></ul>		Mr Christopher Yates	10/4/2017	Open
	4/4/2017	<ul style="list-style-type: none"><li>Medical (student)</li></ul>		Mr Dick Grayson	10/4/2017	Open
	10/4/2017	<ul style="list-style-type: none"><li>Hospitalised for mental health</li></ul>		Mr Paul Brown	11/4/2017	Open

You will be presented with a chronological list of issues that the pupil is involved in.

Each issue will show **the date when the issue was reported**, the **concern category**, the **reason for concern**, the **staff member who reported the issue**, the **date of the last update** to the issue, and the **current status** of the issue.

The status column indicates the stage that the issue is currently at. Statuses can be broken down into the following definitions:

**Open:** The issue is ongoing and hasn't been resolved. Open issues can be found in the **View Issues** Safeguarding menu option with a **green** status column.

**Closed:** The issue is no longer ongoing and has been resolved. Closed issues can be found in the **View Issues** Safeguarding menu option with a **red** status column.

**Archived:** The issue is no longer ongoing and does not need to appear within the Safeguarding profile. Archived issues can be found in the **Archived Issues** Safeguarding menu option with an **orange** status column.

If you wish to view each issue in more detail, click on the **3 dots** next to an issue and select **View action logs**.

Safeguarding ▾

View issues

Archived issues

Report issue

Analyse

## Analysing reported issues

The safeguarding reports can be used to identify patterns in your school for different issues, over a timeframe of your choice.

To generate reports, click on [Analyse](#) under the Safeguarding tab.

Begin by selecting the [data range](#) that you wish to apply to the report.

Select a [primary breakdown](#) and an optional [secondary breakdown](#) to generate a report on that subject.

### Download safeguarding report

Incidents that occurred after:

1/9/2016

and before:

1/9/2017

Breakdown by:

Reporting teacher ▾

Secondary breakdown:

None ▾

Include archived issues

Only include selected pupils in the report

Display report

Export to Excel

Ticking [Include archived issues](#) will also add issues with an [archived](#) status to the results.

You can filter the results by ticking [Only include selected pupils in the report](#) and choosing specific pupils.

Click on [Display report](#) to show the results below the criteria, or [Export to Excel](#) to send the results to an Excel spreadsheet.

Category	Unique pupils	Issues	
Bullying	2	3	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
Mental Health	1	1	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
Social services involvement	1	1	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
	3	9	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>

## Further support

Please do not hesitate to get in touch if you need more support or training. [support@edukey.co.uk](mailto:support@edukey.co.uk)

## Our Products



[www.classcharts.com](http://www.classcharts.com)

Class Charts offers an easy solution to seating plans and behaviour management , reducing the workload for teachers.



[www.provisionmap.co.uk](http://www.provisionmap.co.uk)

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.



[www.schoolrobins.com](http://www.schoolrobins.com)

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.