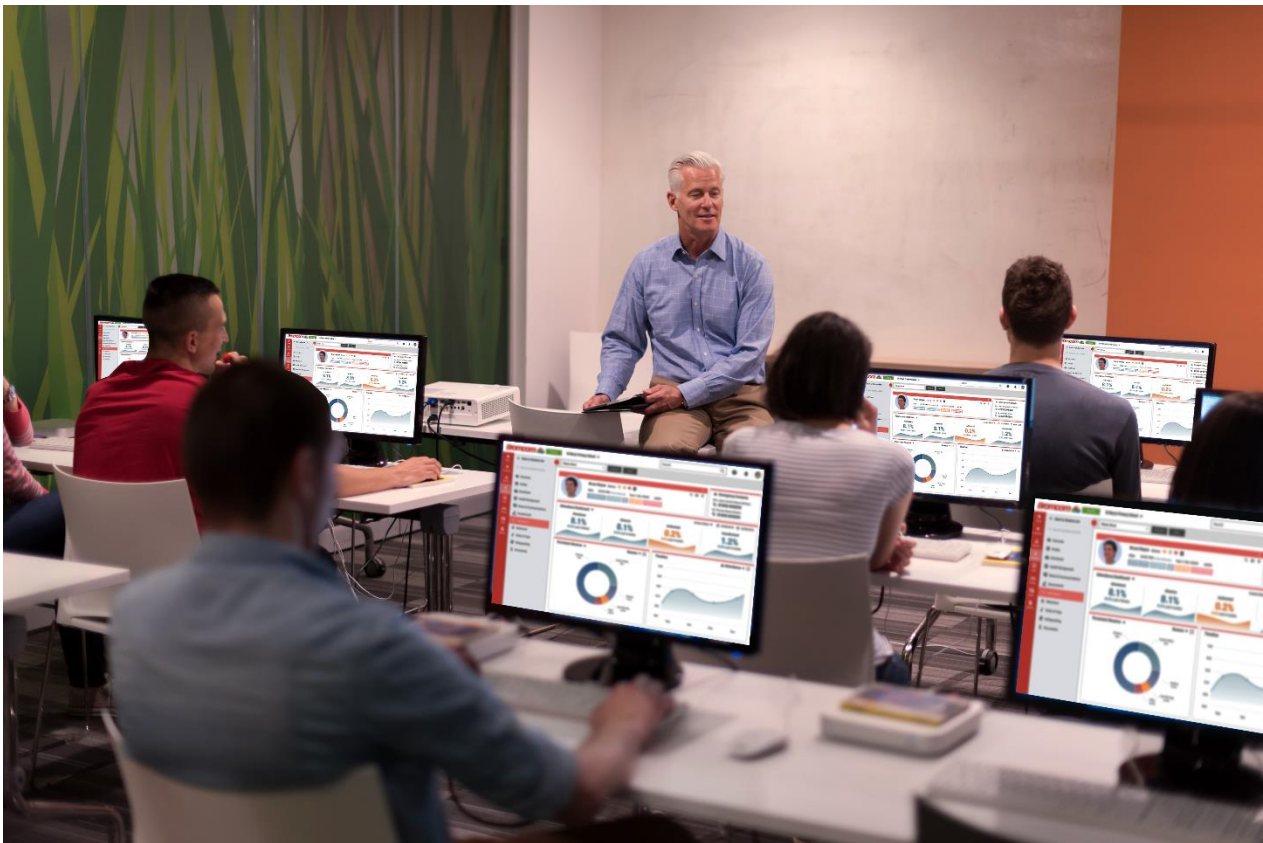


Training Course Agenda

Quick Start Safeguarding



Introduction

Target Audience

The **Safeguarding** training is recommended for delivery to the following people from your school.

- ✓ Safeguarding Lead
- ✓ Behaviour System Administrator
- ✓ Data Manager

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

This is a list of the **Agenda** items in sequence.

Part One: Setup – Managing Security and Defining Access

- ✓ Roles & Permissions
 - Safeguarding Leads
 - Safeguarding

Part One: Setup – Defining Safeguarding Categories

- ✓ Safeguarding Agencies
 - Enabling Safeguarding Alerts

Part Two: Using Safeguarding - Incidents

- ✓ Recording/Editing an Incident
- ✓ Communicating an Incident
- ✓ Acknowledgement of an Incident

Part Two: Using Safeguarding - Actions

- ✓ Recording/Editing an Action
- ✓ Communicating an Action

Part Two: Using Safeguarding – Reviewing Incident & Actions

- ✓ Reviewing an Incident
- ✓ Reviewing an Action
- ✓ Deleting/Undeleting Incidents & Actions
- ✓ Full Audit Review of incidents and Actions

Part Three: reporting

- ✓ List of Incidents & Actions for:
 - Whole School
 - 1 or more Students

Part Four: Additional Features

- ✓ Adding a Referee to an Incident (other than default)
- ✓ Relate Multiple Students to an Incident
- ✓ How to Relate incidents to Actions and vice versa
- ✓ Define the List of Safeguarding Categories
- ✓ Present in Dashboard and Register
- ✓ Alert to inform Document Addition
- ✓ Print Detail of Incident
- ✓ Publish Action to Safeguarding User
- ✓ Add a Reminder to the Planner in the incident
- ✓ Incident over time Graph on Student Record
- ✓ Drag & Drop Check box Dropdown Selector

Part One: Setup – managing Security and Defining Access

✓ **Roles & Permissions**

- Safeguarding Lead
- Safeguarding

Notes:

Part One: Setup – Defining Safeguarding Categories

- ✓ **Safeguarding Agencies**
 - Enabling Safeguarding Alerts

Notes:

Part Two: Using Safeguarding - Incidents

- ✓ Recording/Editing an Incident
- ✓ Communicating an Incident
- ✓ Acknowledgement of an Incident

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Part Two: Using Safeguarding - Actions

- ✓ Recording/Editing an Action
- ✓ Communicating an Action

Notes:

Part Two: Using Safeguarding – Reviewing Incident & Actions

- ✓ Reviewing an Incident
- ✓ Reviewing an Action
- ✓ Deleting/Undeleting Incidents & Actions
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Part Three: Reporting

✓ **List of Incidents & Actions for:**

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