

Training Course Agenda.

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.

Part One: Setup

- ✓ **Managing Security and Defining Access**
 - Roles & Permissions for Safeguarding Leads/Safeguarding
- ✓ **Defining Safeguarding Categories**
 - Lookup Tables
- ✓ **Creating Safeguarding Agencies**
- ✓ **Enabling Safeguarding Alerts**

Part Two: Using Safeguarding

- ✓ **Incidents**
 - Recording/Editing an Incident
 - Acknowledgement of an Incident
- ✓ **Actions**
 - Recording/Editing an Action
- ✓ **Reviewing Incident & Actions**
 - Reviewing an Incident
 - Reviewing an Action
 - Deleting Incidents & Actions
 - Viewing/Printing Audit of Incidents & Actions
- ✓ **Student Record Panels**
 - Safeguarding Practitioners
 - Safeguarding Areas
 - Looked After
 - Child Protection
 - Incident Graph

Part Three: Reporting

- ✓ **List of Incidents & Actions for:**
 - Whole School
 - One or more Students
- ✓ **Safeguarding Dashboard**

Part One: Setup

- ✓ **Managing Security and Defining Access**
 - Roles & Permissions for Safeguarding Leads/Safeguarding
- ✓ **Defining Safeguarding Categories**
 - Lookup Tables
- ✓ **Creating Safeguarding Agencies**
- ✓ **Enabling Safeguarding Alerts**

Notes:

Part Two: Using Safeguarding

- ✓ **Incidents**
 - Recording/Editing an Incident
 - Communicating an Incident (inc. Alerts, Document Addition)
 - Acknowledgement of an Incident
- ✓ **Actions**
 - Recording/Editing an Action
 - Communicating an Action (inc. Alerts, Adding Staff Access)
- ✓ **Reviewing Incident & Actions**
 - Reviewing an Incident
 - Reviewing an Action
 - Deleting Incidents & Actions
 - Viewing/Printing Audit of Incidents & Actions

Notes:

Part Two: Using Safeguarding

- ✓ **Student Record Panels**
 - Safeguarding Practitioners
 - Safeguarding Areas
 - Looked After
 - Child Protection
 - Incident Graph

Notes:

Part Three: Reporting

- ✓ List of Incidents & Actions for:
 - Whole School
 - One or more Students
- ✓ Safeguarding Dashboard

Notes: