Record Manager Quick Guide

Designated Safeguarding Lead's Dashboard

NAVIGATION Monitor and Pulse Home Create new records Assigned to me Alerts Go to the Dashboard Create new Safeguarding Access the profile TOOLBAR Dashboard from any page. Concern, Behaviour Incident Create records from pages of your assigned Hide screen or General Notes. Monitor and Pulse alerts. Create and students. monitor all records Hide your screen from one page. from unauthorised views. Search smoothwall ' 💶 💽 c ø Viewing history Find active and inactive students. H Dashboard See the list of your Smoothwall Monitor and Pulse Alerts View Alerts → recently viewed There are 18 new alerts to view Transfers STUDENT profiles. View or authorise Q Search **Notifications** inbound and ▲ Safeguarding Concern Create 😌 Behaviour Incident Create General Note Create ₽ Transfers 1 outbound student View notifications or transfers. C Referrals 10 replies on records from any page. 🌣 Attendance Referrals Safeguarding Concerns 64 Behaviour Incidents 14 General Notes 🕕 Assigned to Me User icon View uour ORGANISATION Access Record organisation's Q Search 🛗 All Time Filter \sim Reporting referrals. Manager's administration DATE 🤤 STUDENT NAME CLASS YEAR HOUSE STATUS © CATEGORY EVENT TITLE ACTION Resources Attendance and configuration Kitten features. Documents 07/04/2025 Harry Kim Unread Alcohol/substance misuse Red eyes, slurred speech O View + Update Monitor students' attendance rates. мε Hunger and neglect reported by the student 3B Kitten 4 01/04/2025 Harry Kim Open Neglect O View + Update 🞓 Training Reporting 25/03/2025 Nancy New 📿 4A 10 Hare Open Cybercrime, Bullying, Cyberbullying Bullying Ø View + Update Get insights on Search and filter Safeguarding data. Alicia Moreno 10 Hare Open Find records using the Search bar or Resources 3B Kangaroo filter the records by 06/03/2025 Alcohol/substance misuse Alcohol abuse O View + Update Jackson Harris Unread See Safeguarding with the Date Picker laws, regulations or Filter. Panda 26/02/2025 Adrian Fischer Coercive control, Stalking Reported coersion and stalking Open O View + Update and other resources. 3B Kangaroo 8 01/02/2025 Marvin Wilson Unread Alcohol/substance misuse Alcohol found in student's bag Ø View + Update **Documents** Find or download your school's Safeguarding List of records Resources **Record types** documents. Browse, view or update Take guided tours, Records are grouped by Training records. Select a student's find Help articles or type. The Dashboard shows the Safeguarding Concern name to open their profile contact our Support Learn your page or sort the list by Date, Safeguarding roles tab by default. Team. Status, or Category. and responsibilities.

