

Designated Safeguarding Lead's Dashboard

NAVIGATION

Dashboard
Create and monitor all records from one page.

Search
Find active and inactive students.

Transfers
View or authorise inbound and outbound student transfers.

Referrals
View your organisation's referrals.

Attendance
Monitor students' attendance rates.

Reporting
Get insights on Safeguarding data.

Resources
See Safeguarding laws, regulations and other resources.

Documents
Find or download your school's Safeguarding documents.

Training
Learn your Safeguarding roles and responsibilities.

Home
Go to the Dashboard from any page.

Create new records
Create new Safeguarding Concern, Behaviour Incident or General Notes.

Assigned to me
Access the profile pages of your assigned students.

Monitor and Pulse Alerts
Create records from Monitor and Pulse alerts.

TOOLBAR

Hide screen
Hide your screen from unauthorised views.

Viewing history
See the list of your recently viewed profiles.

Notifications
View notifications or replies on records from any page.

User icon
Access Record Manager's administration and configuration features.

Search and filter
Find records using the Search bar or filter the records by with the Date Picker or Filter.

Record types
Records are grouped by type. The Dashboard shows the Safeguarding Concern tab by default.

List of records
Browse, view or update records. Select a student's name to open their profile page or sort the list by Date, Status, or Category.

Resources
Take guided tours, find Help articles or contact our Support Team.