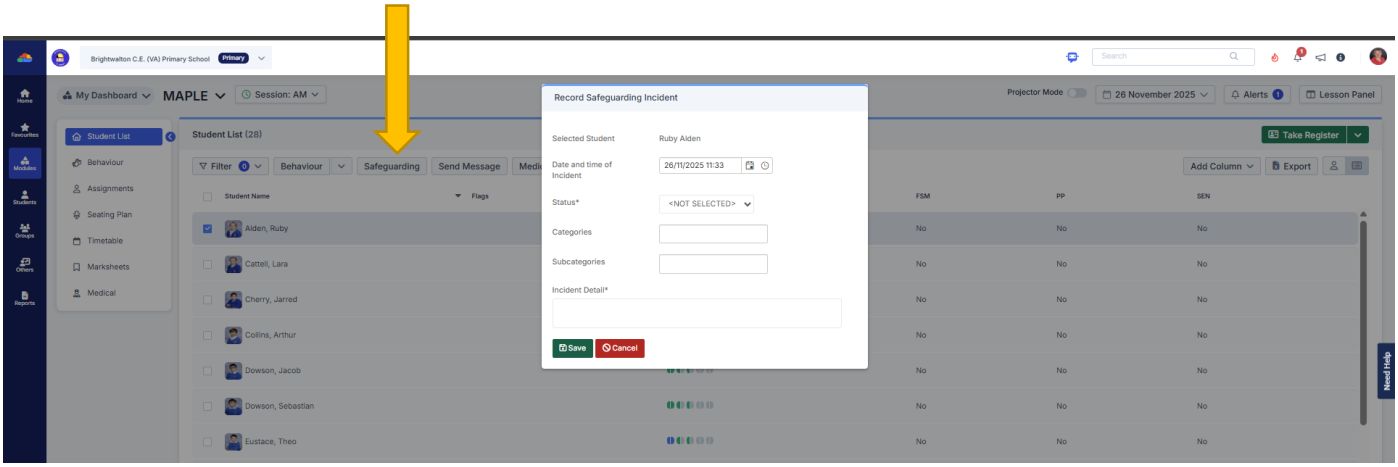
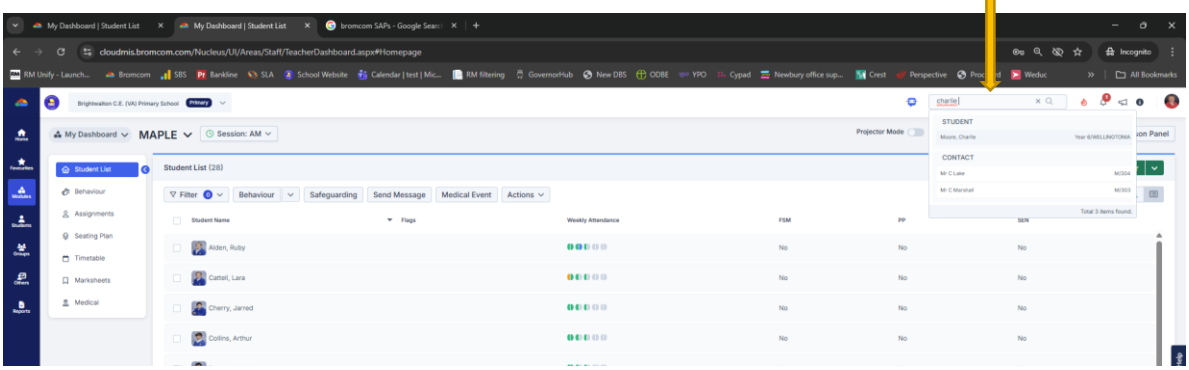
Recording a Safeguarding Incident

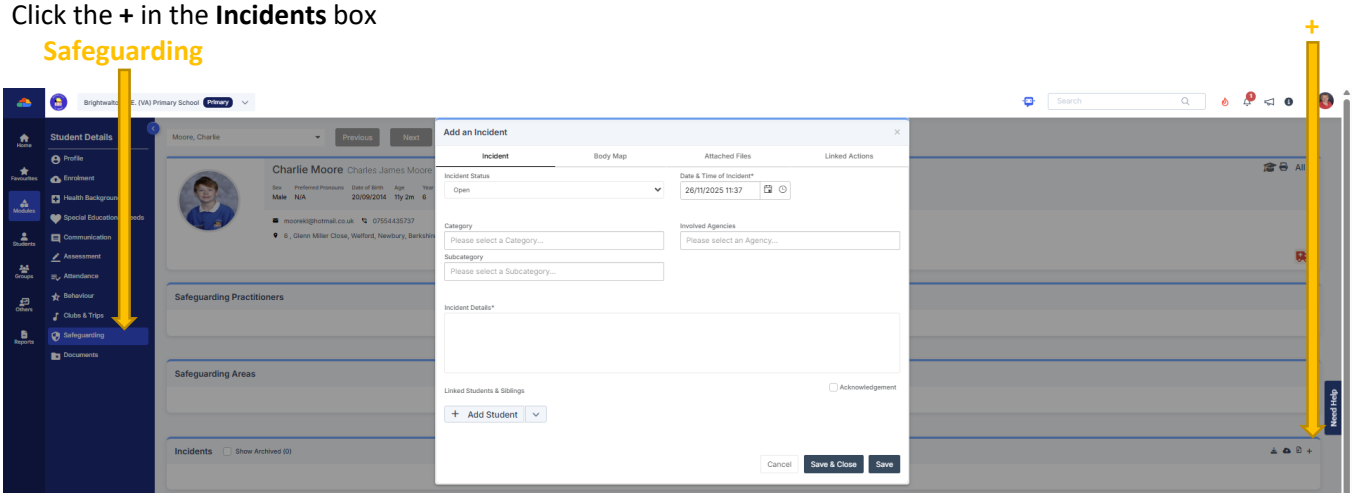
Option 1: Quick Add – will require you to come back to it to add further detail later through the students full profile – see below
Choose your student from your student list then select Safeguarding
Fill in the boxes and save.



Option 2: Full Detail
Go into the pupil's profile either through the register or by typing the students name into the Search Bar



Choose **Safeguarding** from the menu on the left.
Click the **+** in the **Incidents** box



Fill in the boxes. Use the other tabs to add body maps, attach files or add actions.
Do not check the acknowledgment box – this is for DSLs
Save and close.