



# Safeguard my School Teacher guide

Reporting Safeguarding issues


# Getting started with Safeguard my School

With Safeguard my school, you are able to easily report sensitive issues in a consistent format.

To begin reporting a safeguarding issue, navigate to <https://edukeyapp.com/safeguard-find-school>.

Next, search for your school name using the search menu.

Once you have found your school, select it from the drop down list and click on the **Choose School** button to be taken to your school’s login portal.

 **SAFEGUARD**  
my School Part of tes

## SAFEGUARDING

Find your school to begin reporting safeguarding issues.

\* Choose your school..

Demo School 7

CHOOSE SCHOOL

## Reporting issues using the Safeguard my School apps

You can also report safeguarding issues through an **Android** or **iOS** device. Scan the **QR codes** below or search “Safeguard my School” on the app stores to access the Safeguard my School app.

**Android**



<https://goo.gl/ihNJtx>

**iOS**




<https://goo.gl/jG3G2r>

## Logging in to your school's safeguarding portal

On this page you will need to enter the school's **safeguarding password** to log in. This password will have been provided to you by your school's safeguarding lead.

If you have select an incorrect login portal, click on the **Change School** button to return to the search page.



### SAFEGUARDING

Report any concerns you have about any pupils at **Demo School 7** ([change school](#)). Enter your password to proceed.

.....

LOG IN

### SAFEGUARDING

Report any concerns you have about any pupils at **Demo School 7** ([change school](#)).

\* Choose who you are

Mrs Dawn Asher

Incident date

23/06/2017

\* Choose pupil(s) concerned.

Sean Abbey X

\* Concerns

Illness (in family) X

\* Reason for concern

Sean's mother is very ill, which may affect how Sean is taken to school.

SUBMIT FORM

## Reporting an safeguarding issue


After logging in, you will see the **safeguarding** form as shown on the left.

Select your name from the **Choose who you are** drop down list and fill in the form by entering information about the incident into the relevant fields.

## Submitting an issue

Once you have finished reporting your issue, click on the **Submit Form** to log the issue. If performed successfully, you will see the submission confirmation popup shown on the right.

The issue is then be added to your school's list of safeguarding issues and the safeguarding lead will be notified.



Success

Safeguarding report submitted and safeguarding lead informed.

X

## Further support

Please do not hesitate to get in touch if you need more support or training. [support@edukey.co.uk](mailto:support@edukey.co.uk)

## Our Products



[www.classcharts.com](http://www.classcharts.com)

Class Charts offers an easy solution to seating plans and behaviour management , reducing the workload for teachers.

Learning Plans & Provision Maps  
**Provision Map**



[www.provisionmap.co.uk](http://www.provisionmap.co.uk)

Our system for managing learning plans & provision maps has been carefully designed to assist SEN/ALN Co-ordinators with the management & review of provisions & interventions in their schools.



**School Robins**

[www.schoolrobins.com](http://www.schoolrobins.com)

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.