

REMOTE WORKING

Addendum of the RSA Academy Safeguarding and Child Protection policy – Version 2.0

Contents

This addendum of the RSA Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From Monday 15th June, schools have been asked to offer face-to-face support to supplement the remote education of year 10 and year 12 pupils, with remote learning remaining the predominant mode of education during this term for pupils in these year groups.

The guidance issued states that schools are able to have a quarter of the year 10 and year 12 cohort in school at any one time.

Alongside this the government is asking secondary schools to:

- Continue providing full-time provision for vulnerable pupils in all year groups (including year 10 and year 12)
- Continue providing full-time provision for children of critical workers in all year groups (including year 10 and year 12)
- Continue to use best endeavours to support all other pupils remaining at home, making use of the available remote education support and ensuring a high quality offer

The Important safeguarding principles remain the same during the enforced partial closure:

- With regard to safeguarding, the best interests of children must always continue to come first
- If anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- A DSL or deputy should be available
- It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- Children should continue to be protected when they are online

The RSA Academy will continue act upon any updated advice received from the 3 local safeguarding partners.

- The local authority
- The clinical commissioning groups
- The chief officer of police

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Stephen Kearns	07898625438	Kearns.s@rsaacademy.org
Senior DSL	Rachel Deacy	07752296445	Deacy.r@rsaacademy.org
Deputy Designated Safeguarding Leads	Adam Bradnick	07752295913	Bradnick.a@rsaacademy.org
Principal	Claire Price	07854 886688	price.c@rsaacademy.org
Trust Safeguarding Lead	Scott Crane	N/A	Scrane@arrowvaleacademy.co.uk

Local Authority Contacts:

Role	Name	Contact number
Most Senior member of staff on school site	Request for Senior Staff via Reception	0121 556 1351
Sandwell Social care	MASH Team	0121 569 3100
Wolverhampton Social care	MASH Team	01902 5565392
Walsall Social Care	MASH Team	0300 555 2866

In an emergency dial 999

Chain of Command for RSA Academy

Name	Role	In their absence	Contact details
Guy Shears	CEO	Please follow Trust chain of command protocol	E: gshears@centralrsaacademies.co.uk
Robert Barbour	Chair LAGB	Steve Lewitt, Vice Chair of Governors	E: ChairOfGovernors@rsaacademy.org
Steve Lewitt	Vice Chair of Governors	Refer to Guy Shears for guidance	E: lewitt.rsaacademy@govcrsaat.co.uk
Claire Price	Principal	Helen Tanner, Senior VP	E: price.c@rsaacademy.org
Helen Tanner	Senior VP	Stephen Kearns	E: tanner.h@rsaacademy.org
Stephen Kearns	VP Pastoral	Ben Knight	E: kearns.s@rsaacademy.org
Ben Knight	VP	Owen Morgan	E: knight.b@rsaacademy.org

Owen Morgan	VP	Mel Thomas	E: morgan.o@rsaacademy.org
Mel Thomas	Trust VP	Refer to Guy Shears for guidance	E: thomas.m@rsaacademy.org

Version control and dissemination

Each version will be reviewed by the designated safeguarding lead (DSL) or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff via email.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

Current school position

In line with the current school guidance we are temporarily closed. Parents have been asked to keep their children at home wherever possible, and we remain open only for children who are vulnerable and for those children of workers critical to the coronavirus (COVID-19) response who absolutely need to attend. The school will start to open more widely on a phased return of Year 10 and 12 students from Monday 15th June

Our staff are supporting colleagues in other settings in the Central RSA Academies Trust.

Vulnerable children

Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment (risk assessment guidance), that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

RSA Academy will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead persons for this will be Rachel Deacy and Stephen Kearns

A brief summary of attendance expectations across the different groups of vulnerable children is as follows:

- For vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable)
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school, college or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable)

In circumstances where a parent/carer does not want their child to return to school (and the child is considered vulnerable), the social worker and RSA Academy will explore the reasons for this directly with the parent/carer.

Where parents are concerned about the risk of the child contracting COVID19, RSA Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

RSA Academy will encourage our vulnerable children and young people to attend school if it is in their best interest and safe to do so.

RSA Academy will continue to notify social workers where children with a social worker do not attend. We will also continue to follow up with any parent or carer whose child has been expected to attend and doesn't.

Vulnerable children Numbers

Child Protection Plans	7 Students
Child in Need Plans	12 Students
Looked After Students	15 Students
Early Help / Point of Access	13 Students
Student Pending Social Care Assessments/Early Help Plans	7 Students
MASE/CSE Hub Panel	2 students
Young Carers Register	3 Students + 2 pending
Additional Students we are concerned for	27 Students

Attendance monitoring

RSA Academy will resume taking an attendance register from Monday 15th June.

The codes suggested on <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form#register> will be used to record attendance and absence, both for students who are eligible to attend a session and for those who are not.

RSA Academy will submit daily attendance figures using the educational setting status form by midday everyday (<https://form.education.gov.uk/service/educational-setting-status>).

RSA Academy will follow up on any pupil that they were expecting to attend, who does not

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, RSA Academy will notify their social worker.

Designated Safeguarding Lead

RSA Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Stephen Kearns

The Senior Designated Safeguarding Lead is: Rachel Deacy

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, My Concerns, and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all RSA Academy staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child (including those who are not currently attending school), they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via My Concerns & following this up with an email to Rachel Deacy with Stephen Kearns & Adam Bradnick copied into the email, all which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email Rachel Deacy with Stephen Kearns & Adam Bradnick copied into the email, all which can be done remotely.. This will ensure that the concern is received.

If the concern is of an urgent nature, then face to face communication with the DSL or one of the Deputy DSLs must take place. Where this is not possible, **then a phone call must be made to one of the Safeguarding Team using one of the mobile phone numbers included in this addendum. If one of the team cannot be reached for advice and you are concerned that a young person is at immediate risk of significant harm then the Police should be called by dialling 999.**

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal

Concerns around the Headteacher should be directed to the Chair of Governors: Robert Barber (As per the Whistleblowing policy)

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

DSL training is very unlikely to take place unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter RSA Academy , they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, RSA Academy will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Where RSA Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

RSA Academy will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

RSA Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, RSA Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

RSA Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Central RSA Academy Trust code of conduct.

RSA Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some of the actions taken to minimise risk for virtual learning.:

- No 1:1s, groups only – Direct Messenger/Chat function has been disabled
- All Video interactions between staff and students has been disabled
- All comments by staff and students can only be deleted by the IT Support Team. This enables a clear log and record of all conversations.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

This is not an exhaustive list but does highlight the due diligence taken by RSA Academy to minimise risk.

Supporting children not in school

RSA Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on MY CONCERN, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

RSA Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website, in emails and letters to parents and social media pages.

RSA Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at RSA Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

RSA Academy is committed to ensuring the safety and wellbeing of all its students

RSA Academy will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

RSA Academy will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

RSA Academy will refer to the Government guidance for:

- Preparing for the wider opening of schools from 1st June
- Secondary school provision from 15th June
- Implementing protective measure in education and childcare settings
- Managing school premises during the coronavirus outbreak
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (updated 20th May 2020)

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

RSA Academy will ensure that where we care for children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on My Concern if necessary.

Where RSA Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust and Local Authority.

New children at the school

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff needs to know the information

Peer on Peer Abuse

RSA Academy recognises that during the Corona Virus Pandemic a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on MY CONCERNS and appropriate referrals made.

Support from the Multi-Academy Trust

The Central RSA Academies Safeguarding Lead (Scott Crane) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

Trust DSL support contacts

Name	Role	Email	Telephone
Scott Crane	Trust DSL	Held centrally by the trust	Held centrally by the trust
Angela Crawley	Principal	Held centrally by the trust	Held centrally by the trust
Deena Frost	DSL Abbeywood First School	Held centrally by the trust	Held centrally by the trust
Ange Saul	DSL Ipsley Academy	Held centrally by the trust	Held centrally by the trust
David Dathan	DSL Churchill Middle School	Held centrally by the trust	Held centrally by the trust
Rachel Deacy	Senior DSL Tipton	Held centrally by the trust	Held centrally by the trust
Stephen Kearns	DSL Tipton	Held centrally by the trust	Held centrally by the trust
John Howells	Trust Board Safeguarding Lead	Held centrally by the trust	Held centrally by the trust

Appendix One

Use of Microsoft Teams for Remote Learning

Use of Microsoft teams should be in line with the Central RSA Academies Trust Code of Conduct paying particular attention to parts three, ten and twenty one & in regard to the Acceptable user policies & in regard to the e-safety policy.

All staff and students are provided with free access to Office365 which includes Microsoft Teams, Outlook Email and OneDrive cloud storage among others. Access to this service is governed by school and Trust policies. Staff and students must not use their email addresses for anything other than school related communications, and the cloud storage must be only used to storage school or work-related data.

All communications should be professional and appropriate

Where Safeguarding behaviours exist or safeguarding disclosures are made this should be logged on My Concerns. A courtesy email must also be sent to the safeguarding team (Rachel Deacy)

To protect both staff and students the additional policy changes within Microsoft Teams have been implemented:

- Removal of staff and student video communication
- Removal of staff and student phone conversations
- Removal of staff and student use of the Chat facility
- Removal of staff and student ability to delete comments made in Microsoft teams

Where any of these features are found to be operations the member of staff should log the issue through the helpdesk and CC in the SLT for that year group.

We also need to remember that not every family is able to afford the required technology and even if they do, there may not be enough to go round the siblings. Families living in poor housing conditions may have no broadband. The gap between the have's and the have-not's will be noticeable with remote learning. Before we put punitive measures in place we need to consider this and ensure we a sanctioning poor behaviour not poverty.

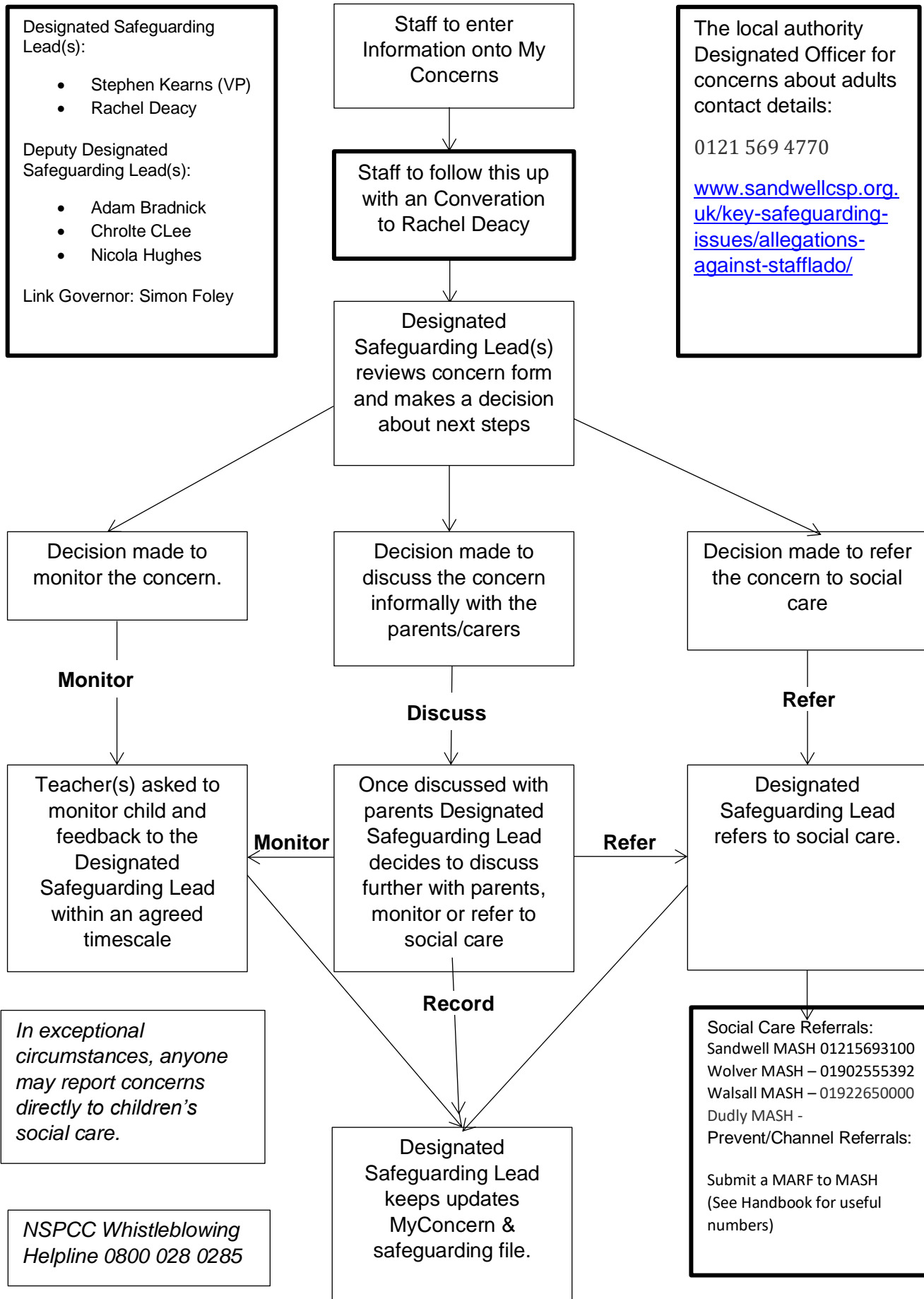
It is likely that children will be using the internet more than ever in an enforced school closure or period of self-isolation, so safer internet messages are particularly important.

Remote learning also potentially ignores the fact that an unknown number of people, including children, might well be ill in any case. That's what a pandemic is. Parents are likely to have more to worry about than whether their child is ready to sit in front of a computer at the right time so our contact and conversations needs to be supportive and constructive with parents.

Children with autism spectrum conditions may well find it difficult to accept that 'school' work should be done at home - they find ordinary homework difficult to accept. Their levels of anxiety will be higher than usual and may lead to more panic attacks or 'melt-downs'. If you suspect this please contact Stuart Williams and Owen Morgan in addition to the year teams so that expert advice can be sought.

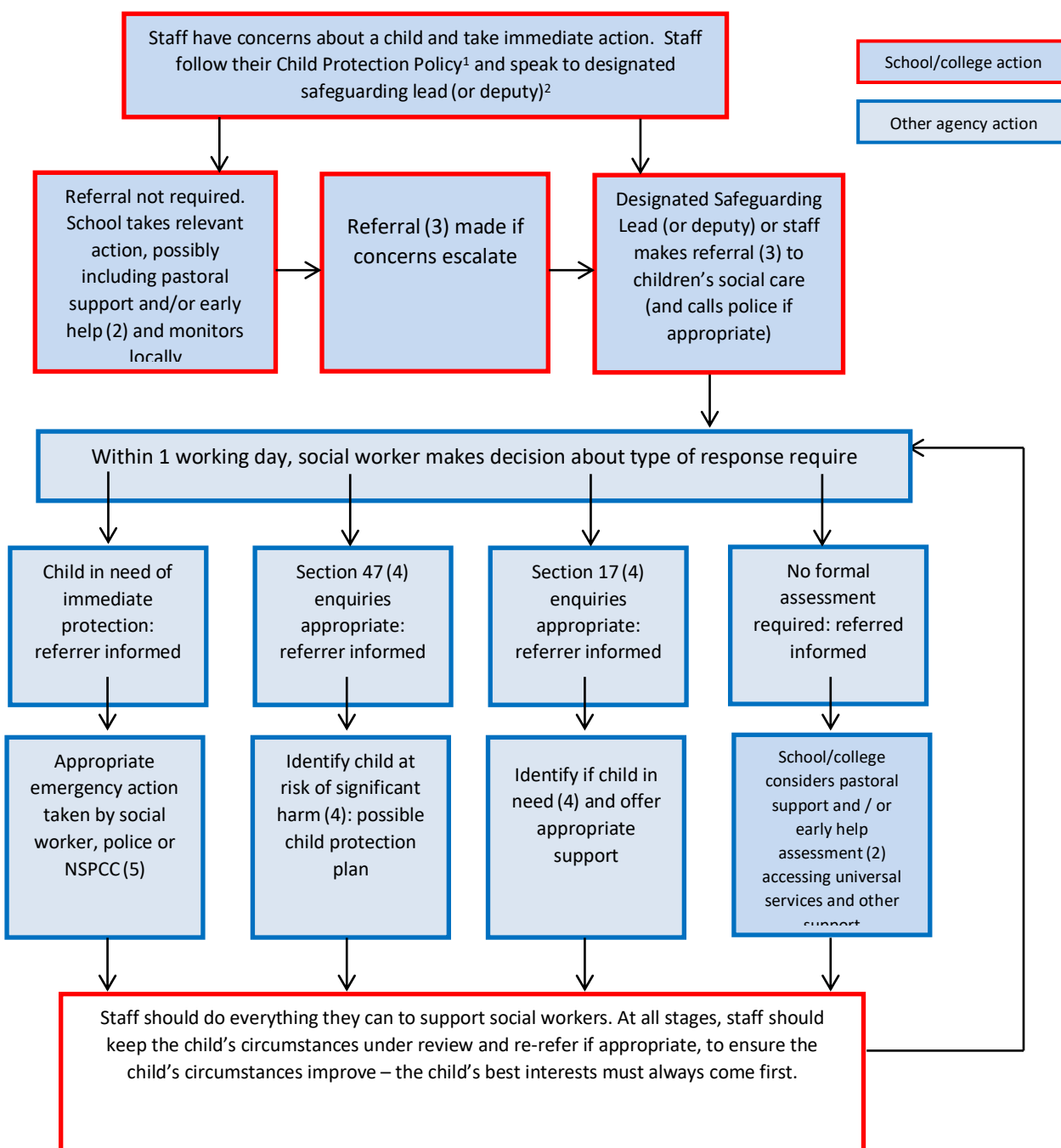
Appendix Two

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



Appendix Three

Actions where there are concerns about a child



(1) In cases which also involve an allegation of abuse against a staff member, please refer Part Four of Keeping Children Safe in Education, September 2019.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of Working Together to Safeguard Children provides detailed guidance on the early help process.

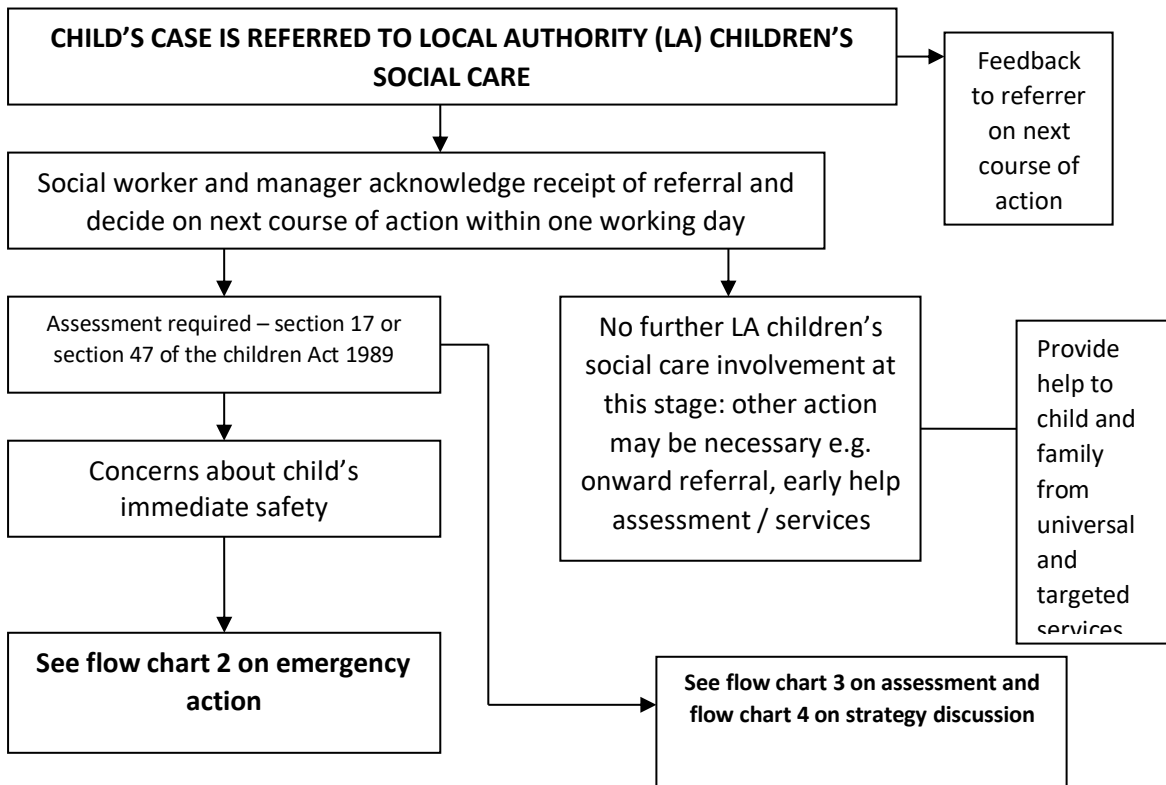
(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of Working Together to Safeguard Children.

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of Working Together to Safeguard Children.

(5) This could include applying for an Emergency Protection Order (EPO)

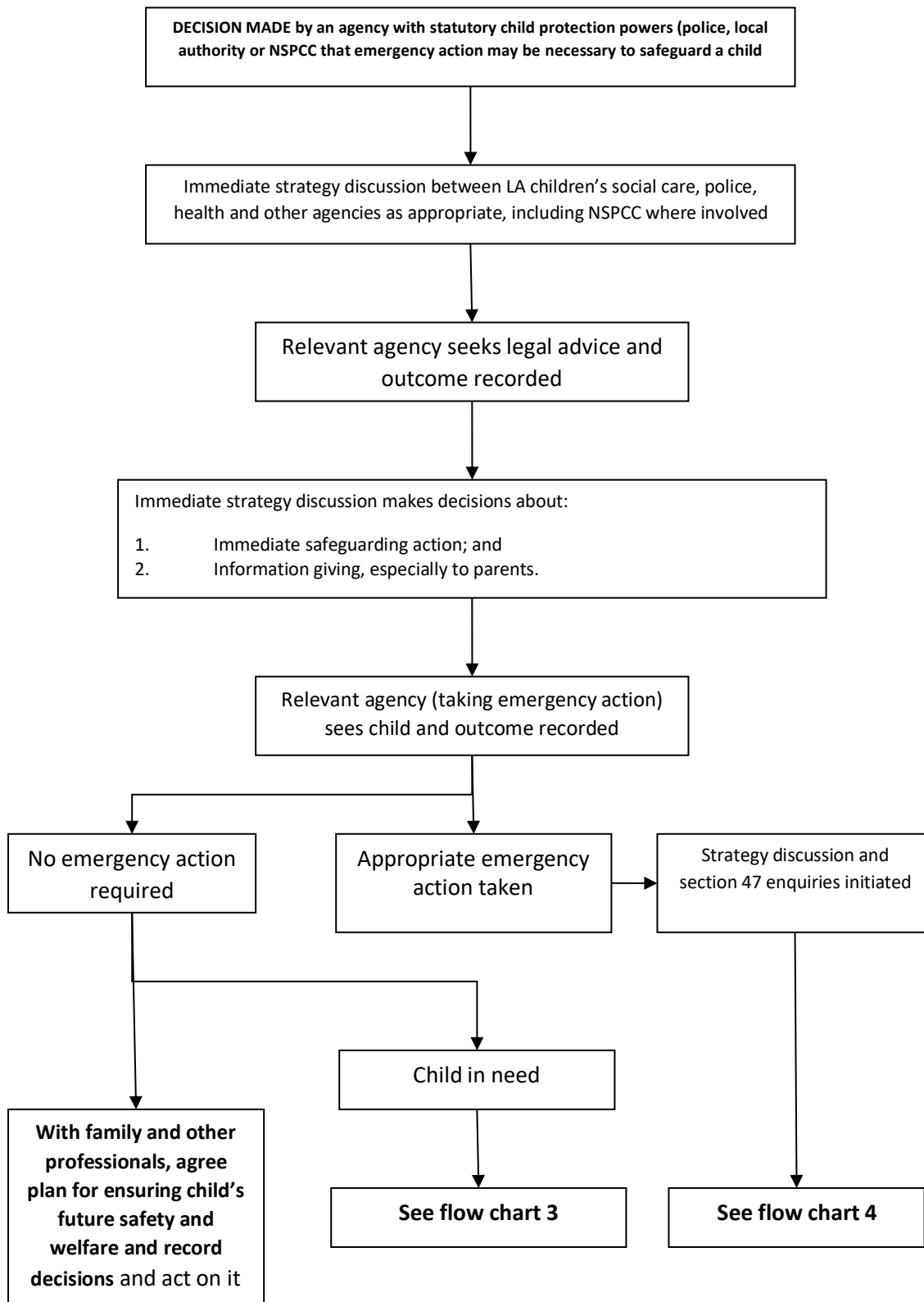
Appendix Four

Flow chart 1: Action taken when a child is referred to children's social care services



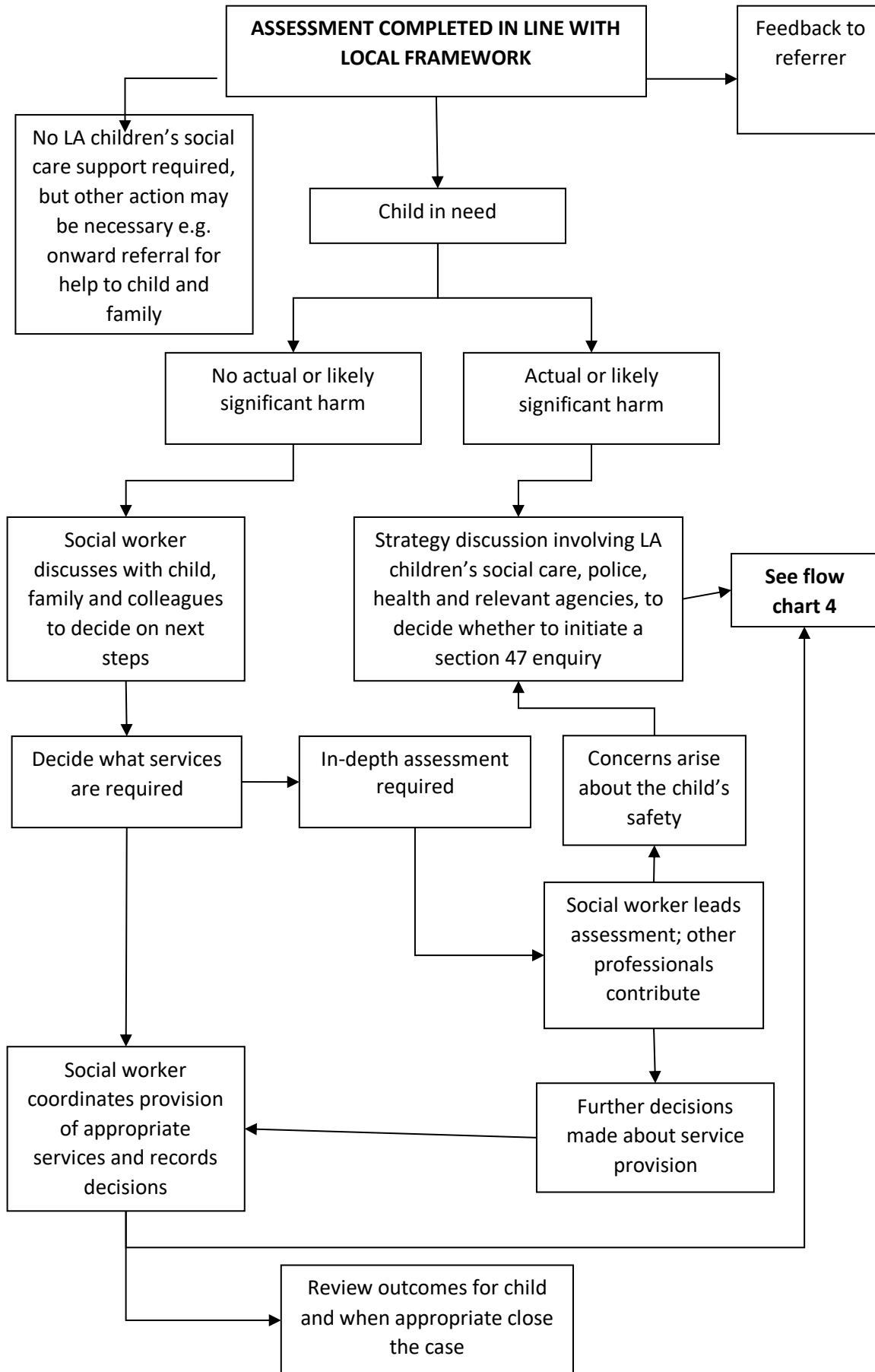
Appendix Five

Flow chart 2: Immediate Protection



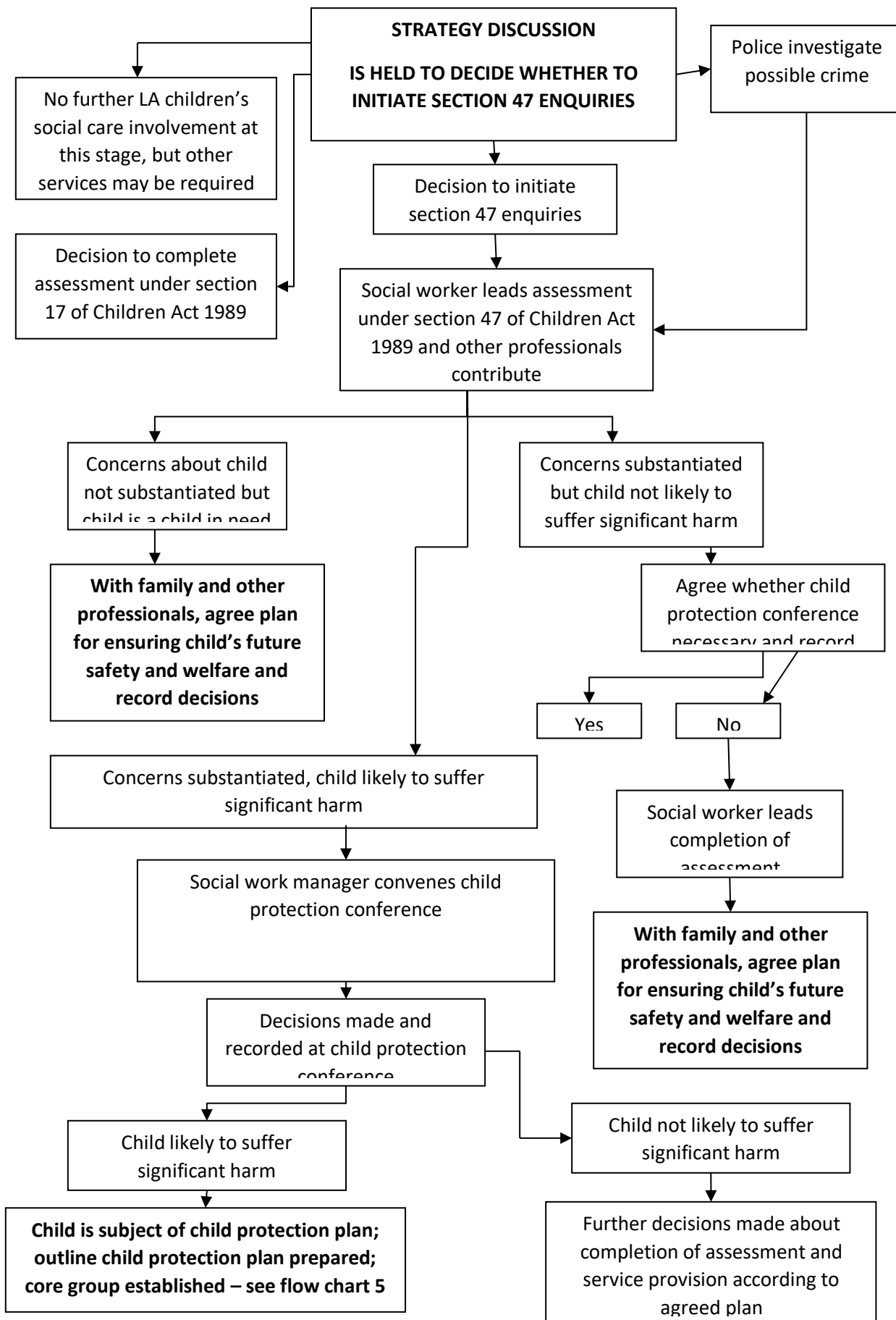
Appendix Six

Flow chart 3: Action taken following an assessment of whether a child is 'in need'



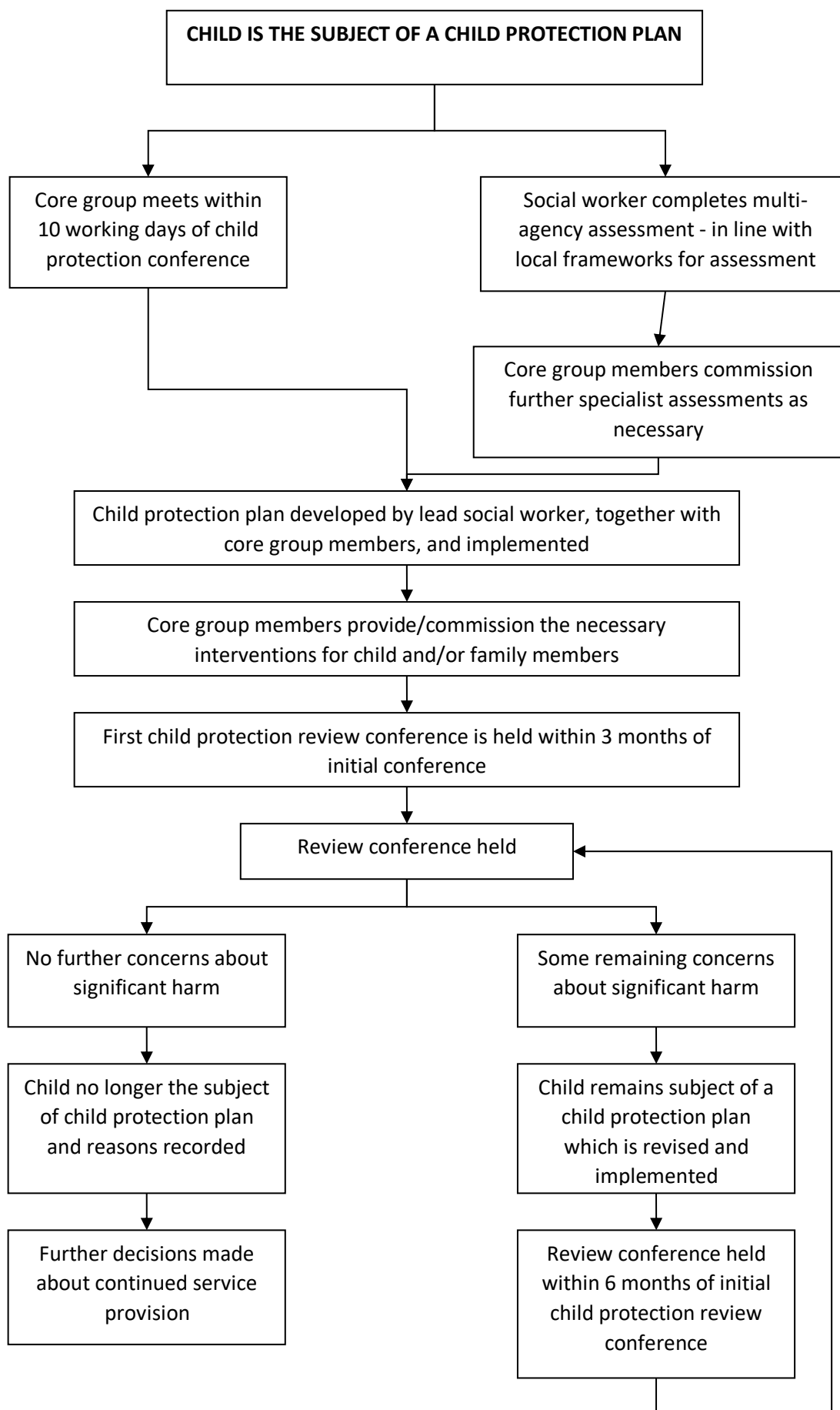
Appendix Seven

Flow chart 4: Action following a strategy discussion



Appendix Eight

Flow chart 5: What happens after the child protection conference, including the review process?



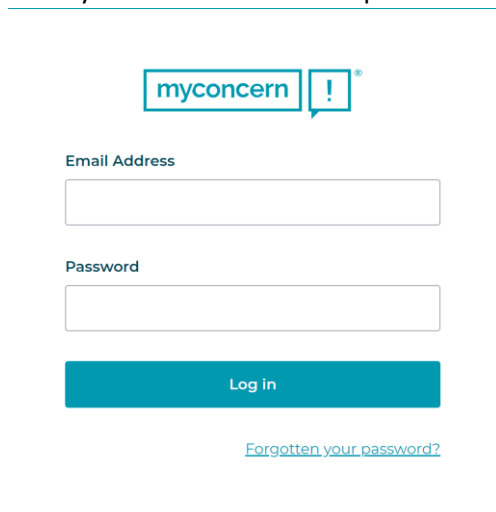
Appendix Nine

My Concern – How to Report a Concern

1) Visit: <https://www.myconcern.education/Account/Login?ReturnUrl=%2f>

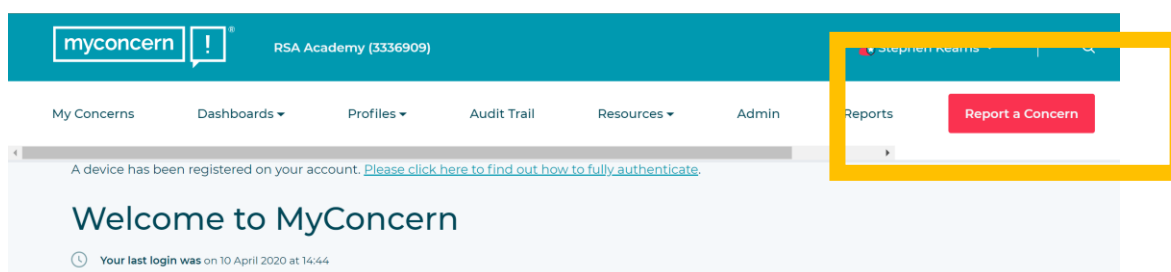
or search for 'Myconcern login'

2) Enter your email address and password



The screenshot shows the MyConcern login interface. At the top, there is the MyConcern logo (a teal box with 'myconcern' and a speech bubble with an exclamation mark) and the text 'RSA Academy (3336909)'. Below the logo are two input fields: 'Email Address' and 'Password'. A teal 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located at the bottom of the login area.

3) Click the 'report a concern' button



The screenshot displays the MyConcern dashboard. The top navigation bar is teal and contains the MyConcern logo, the user name 'Stephen Reams', and a search icon. Below the navigation bar is a horizontal menu with items: 'My Concerns', 'Dashboards', 'Profiles', 'Audit Trail', 'Resources', 'Admin', and 'Reports'. A red 'Report a Concern' button is located in the top right corner of the dashboard area, highlighted with a yellow box. Below the navigation bar, a message states: 'A device has been registered on your account. Please click here to find out how to fully authenticate.' The main content area features the heading 'Welcome to MyConcern' and a clock icon with the text 'Your last login was on 10 April 2020 at 14:44'.

4) Complete the form with as much detail as possible in a succinct manner.

Report a Concern

Name(s) of Pupil(s)

Please enter at least 3 characters to search



i Please add the Pupil(s) who are the subject of this concern and add any other Pupil(s) you want associated to it.

Concern Summary

e.g. Injury – Megan arrived at School this morning with a badly bruised right eye.

Concern Date/Time

DD/MM/YYYY HH:mm

Details of Concern

There is no need to repeat the Concern Summary.

Location of Incident

Not Applicable

Is this Concern urgent?

Action taken

Attachment

 [Select File](#)

i Please attach any media that is relevant to this concern.

[Submit Concern](#)

5) Follow this up with a courtesy email to Rachel Deacy

