

# Safeguarding User Guide

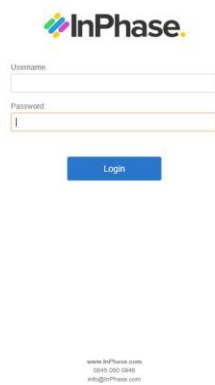
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## General Navigation and User Preferences

### Accessing the Site

To access InPhase please enter your InPhase URL into any web browser.



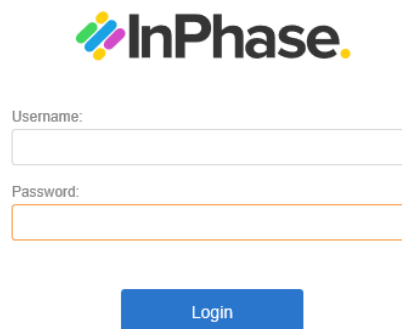
The screenshot shows the InPhase login page. At the top is the InPhase logo. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to toggle visibility. A blue 'Login' button is positioned below the fields. At the bottom, there is a small footer with the website URL and contact information.



### Username and Password

Usernames and passwords can be granted by an administrator.

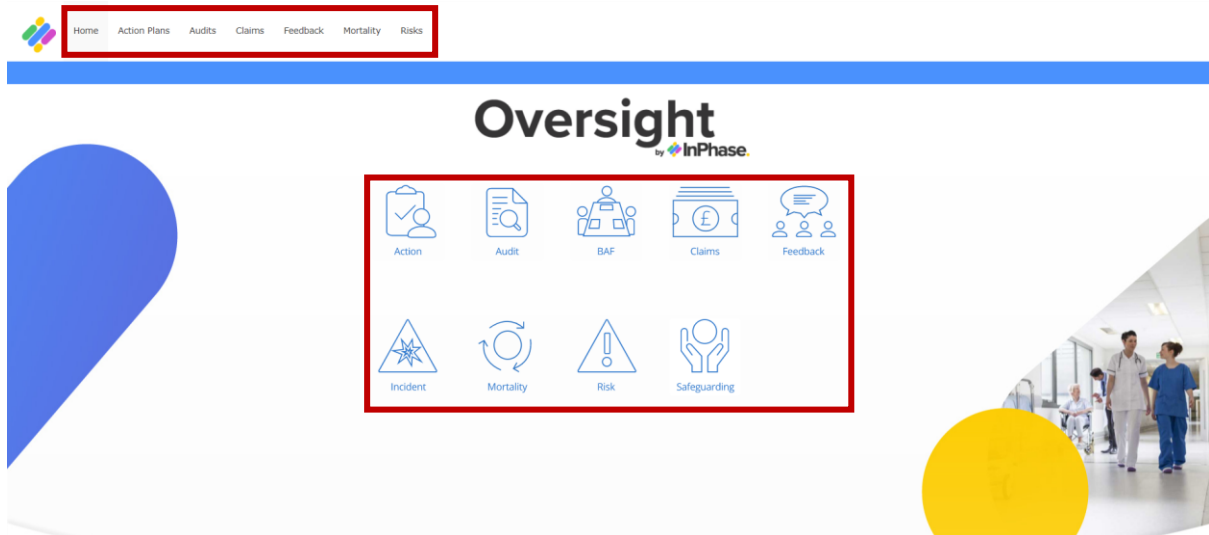
The username format is; ***FirstName Surname***



This is a clean screenshot of the InPhase login form. It features the InPhase logo at the top. Below the logo are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a small eye icon. A blue 'Login' button is centered below the fields.

## Navigation

To navigate to a page, click on the icon in the main menu, or the relevant option on the menu at the top of the page.

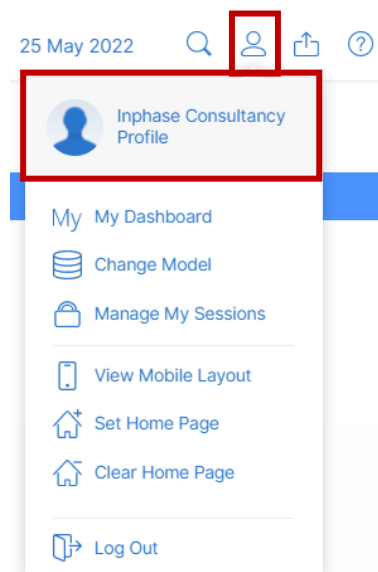


To return to the HOME page, to access your personal dashboard or to refresh the page you are on use the icons in the top left-hand corner of the screen

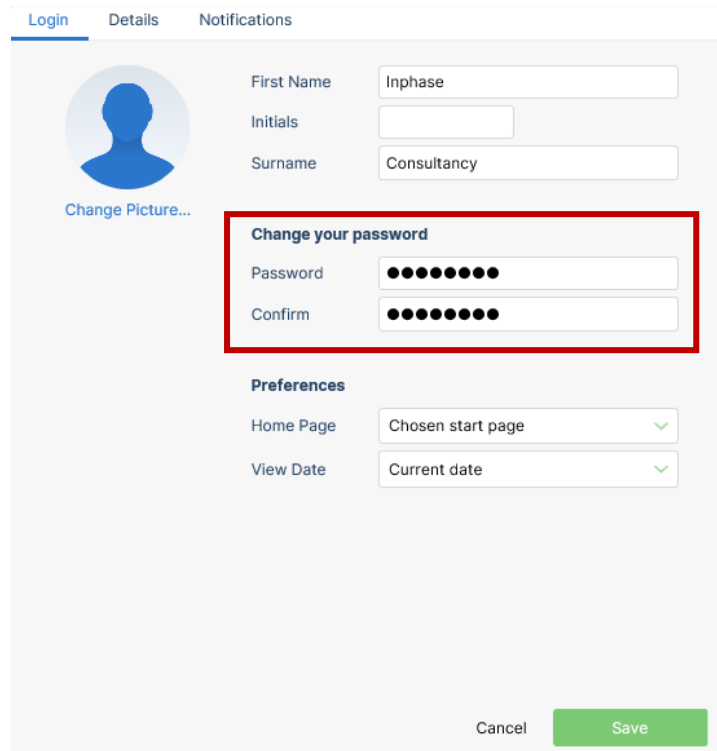


## Changing Password

Click on the person icon at the top right-hand corner of the screen. Select **Profile** from the drop-down menu



Enter your new password in the fields provided and click save.



Login Details Notifications

First Name Inphase

Initials

Surname Consultancy

Change Picture...

**Change your password**

Password

Confirm

**Preferences**

Home Page Chosen start page

View Date Current date

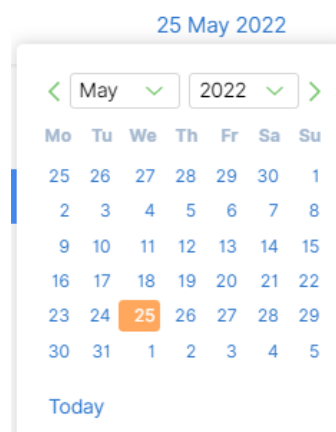
Cancel Save

You will notice that you have other preferences that you can change on the profile pop up also.

## View Date

Data entered and displayed in InPhase is tracked by date. This means that if you wish to see past date or future time periods you can by simply changing the view date.

The view date is in the top right-hand corner of the screen. Click the date to produce the calendar.



## Adding an Action

In each App there are icons or buttons to add Actions. Adding an action regardless of the App or page you are on requires the same process.

### Actions

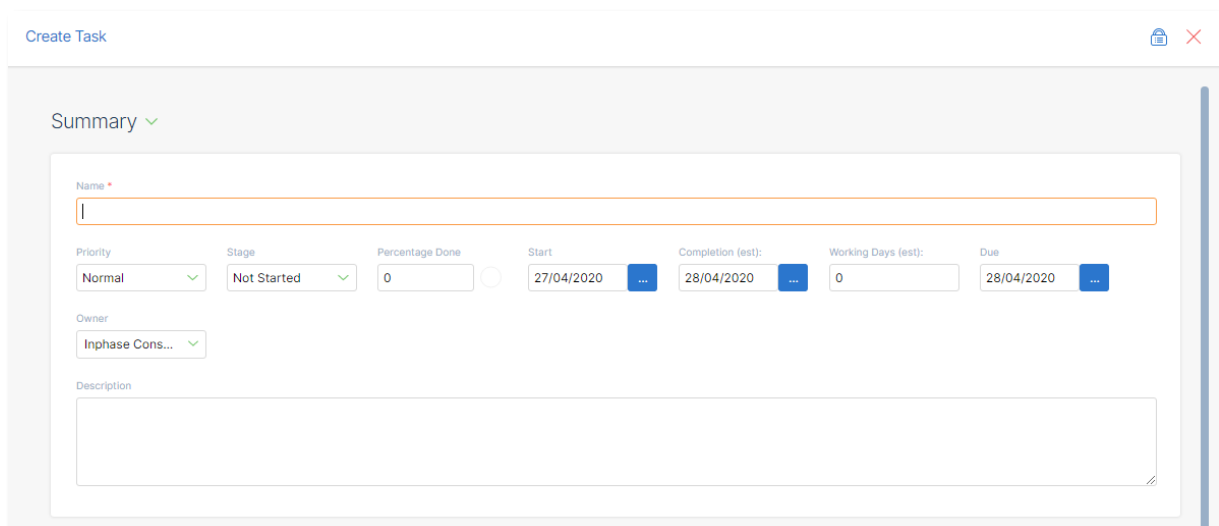
Please click the icon to create any Actions if required



Clicking on either an Add Action button or Icon will produce the Action pop.

The following fields need to be completed:

- Name
  - Limited to 100 Characters. Should be clear and concise to what the action is.
- Start
  - Calendar Selector. Date of when action will start
- Completion (est)
  - Calendar Selector. Data of when action is estimated (or actually) completed. When first adding an Action this should be set as the same as the Due Date
- Due
  - Calendar Selector. Date of when action is due to be completed by
- Owner
  - Defaults to the user adding the action. Can be changed if someone else will be responsible for completing the action.

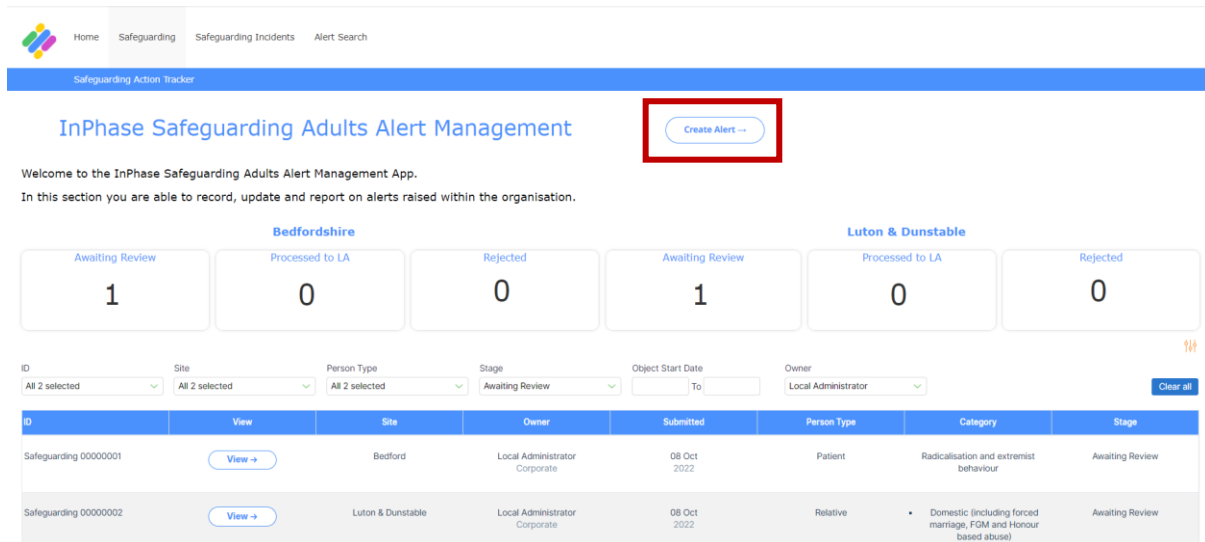
A screenshot of the 'Create Task' dialog box. The title bar says 'Create Task' with a close button. The main area is titled 'Summary' with a dropdown arrow. It contains several input fields: 'Name' (a text box with a red border), 'Priority' (a dropdown menu set to 'Normal'), 'Stage' (a dropdown menu set to 'Not Started'), 'Percentage Done' (a text box with '0' and a progress indicator), 'Start' (a date selector set to '27/04/2020'), 'Completion (est):' (a date selector set to '28/04/2020'), 'Working Days (est):' (a text box with '0'), and 'Due' (a date selector set to '28/04/2020'). Below these is an 'Owner' dropdown menu set to 'Inphase Cons...' and a large 'Description' text area.

Once you have completed the required fields click Create.

## Safeguarding

### Create Alert

A Safeguarding Alert can be created wherever the 'Create Alert' button appears across the App. Just click the button, and the Safeguarding form will open.



### Safeguarding Form

The form is separated into Sections and Questions. Any mandatory questions are indicated with a red asterisk. You will not be able to submit an Alert until mandatory questions are answered.

#### General

Originating site \*

Bedford

Luton & Dunstable

Person type \*

Patient

Relative

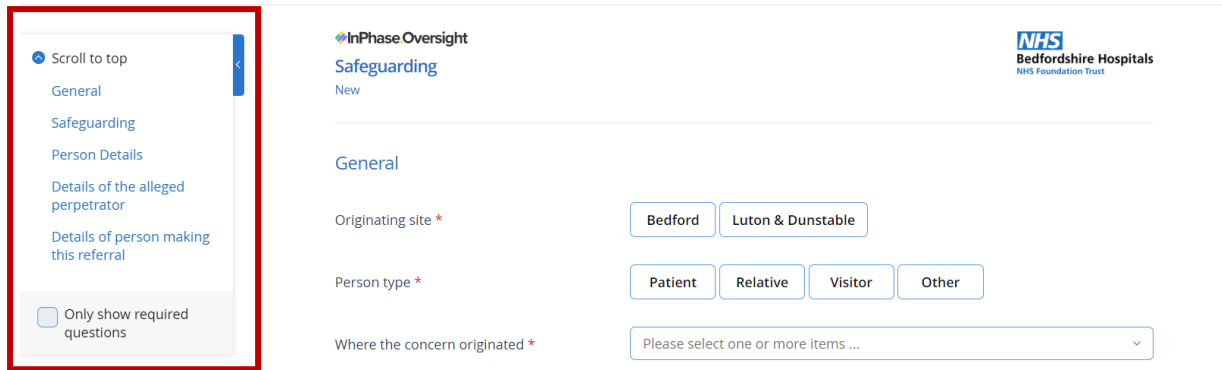
Visitor

Other

Where the concern originated \*

Please select one or more items ...

To jump to a particular section of the form, you can expand the menu panel by clicking the blue icon on the left hand side of the screen.



InPhase Oversight  
Safeguarding  
New

NHS  
Bedfordshire Hospitals  
NHS Foundation Trust

General

Originating site \*

Person type \*

Where the concern originated \*

You can also select to only display the required questions to assist with the form completion.

Once the relevant details have been completed, click the 'Submit' button at the bottom of the page.

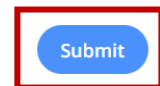
### Details of person making this referral

Name \*

Role \*

Email \*

Telephone No \*



## Safeguarding Alert Management

Once an Alert has been submitted, it will display in the table on the Alert Management page.

This page also contains a count of the Alerts that sit within each stage.

The filters at the top of the table can be used to filter the information as required. To view the full details of an Alert, click on the 'View' icon.

## InPhase Safeguarding Adults Alert Management

[Create Alert →](#)

Welcome to the InPhase Safeguarding Adults Alert Management App.  
In this section you are able to record, update and report on alerts raised within the organisation.

**Bedfordshire**

Awaiting Review	Processed to LA	Rejected
1	0	0

**Luton & Dunstable**

Awaiting Review	Processed to LA	Rejected
1	0	0

ID: All 2 selected | Site: All 2 selected | Person Type: All 2 selected | Stage: Awaiting Review | Object Start Date: To | Owner: Local Administrator [Clear all](#)

ID	View	Site	Owner	Submitted	Person Type	Category	Stage
Safeguarding 00000001	<a href="#">View →</a>	Bedford	Local Administrator Corporate	08 Oct 2022	Patient	Radicalisation and extremist behaviour	Awaiting Review
Safeguarding 00000002	<a href="#">View →</a>	Luton & Dunstable	Local Administrator Corporate	08 Oct 2022	Relative	<ul style="list-style-type: none"> <li>Domestic (including forced marriage, FGM and Honour based abuse)</li> <li>Radicalisation and extremist behaviour</li> </ul>	Awaiting Review

## Safeguarding Action Tracker

All Actions that have been added against a Safeguarding Alert are displayed in the table. You can click the 'Data Entry Mode' button to edit the Action details, if your permissions allow. The filters at the top of the table can be used to filter the information, and the 'Excel' icon will export the current view of the table (any filters applied) to a csv file.

[Home](#)
[Safeguarding](#)
[Safeguarding Incidents](#)
[Alert Search](#)

Safeguarding Action Tracker

### Safeguarding Action Tracker

The below table contains all actions added to an Adult Safeguarding Alert. Enter Data Entry mode or access the details pop up to update or edit an action

Alert ID: All 2 selected | Owner: Inphase Consultancy | Stage: Not Started | Percentage Complete:  | Object Due Date: to

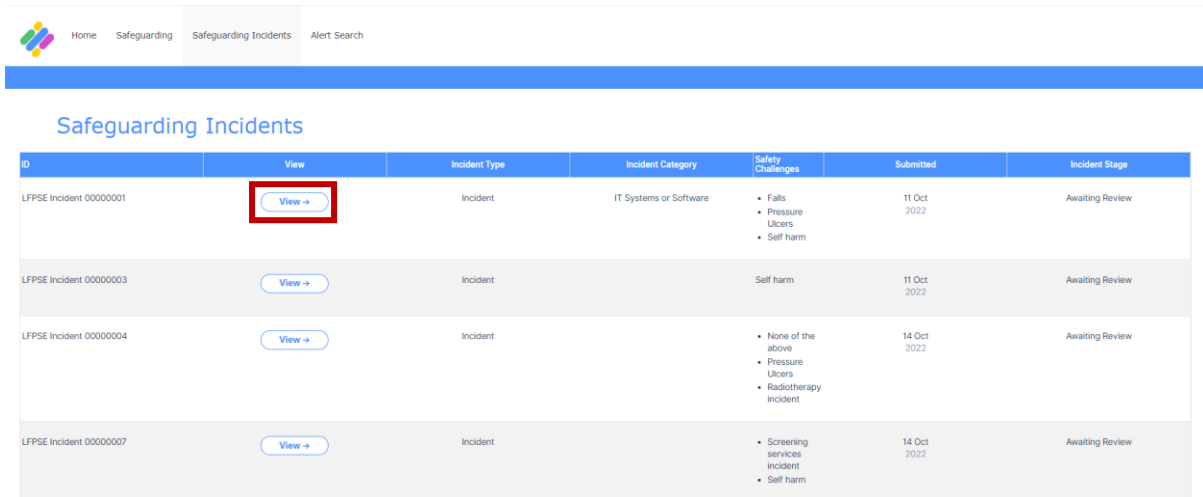
Alert ID	Action	Details	Owner	Rating	% Complete	Start Date	Due Date	Completion (est)	Update
<ul style="list-style-type: none"> <li>Safeguarding 00000001</li> <li>Safeguarding 00000002</li> </ul>	Test Safeguarding Action		Inphase Consultancy	—	0%	08/10/2022	10/10/2022	10/10/2022	

-5 to 5

## Safeguarding Incidents

This page displays details of Incidents (created in the InPhase Incidents App) that have been identified as Safeguarding Incidents.

From this page, you can review the Incident details by clicking on the 'View' icon.



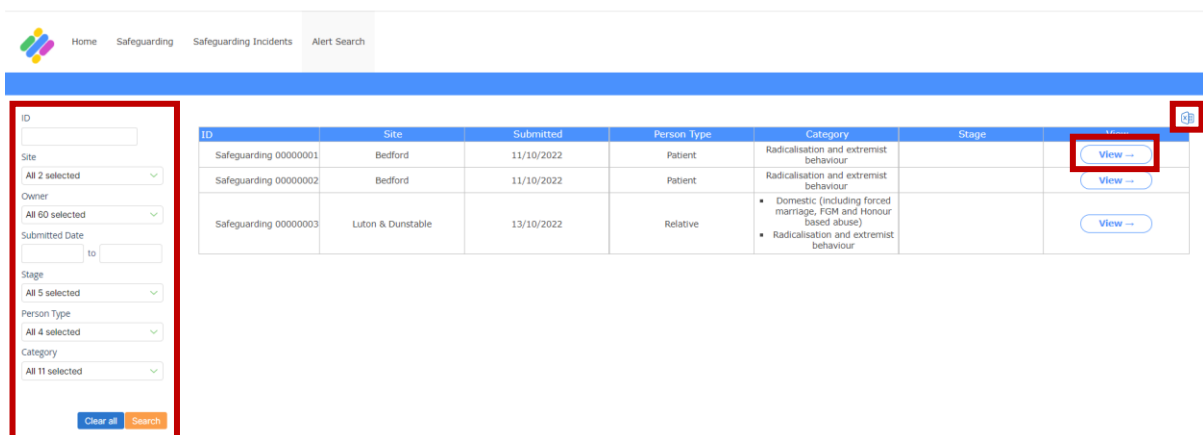
ID	View	Incident Type	Incident Category	Safety Challenges	Submitted	Incident Stage
LFPSE Incident 00000001	<a href="#">View →</a>	Incident	IT Systems or Software	<ul style="list-style-type: none"> <li>Falls</li> <li>Pressure Ulcers</li> <li>Self harm</li> </ul>	11 Oct 2022	Awaiting Review
LFPSE Incident 00000003	<a href="#">View →</a>	Incident		Self harm	11 Oct 2022	Awaiting Review
LFPSE Incident 00000004	<a href="#">View →</a>	Incident		<ul style="list-style-type: none"> <li>None of the above</li> <li>Pressure Ulcers</li> <li>Radiotherapy incident</li> </ul>	14 Oct 2022	Awaiting Review
LFPSE Incident 00000007	<a href="#">View →</a>	Incident		<ul style="list-style-type: none"> <li>Screening services incident</li> <li>Self harm</li> </ul>	14 Oct 2022	Awaiting Review

## Alert Search

This page allows you to search for a specific Safeguarding Alert, or multiple Alerts which match the selected criteria.

The search options are available on the left hand side of the page. You can select the required search criteria, and then click 'Search', and the results will be displayed in the table to the right of the search criteria.

You can access the details of any search result by clicking on the 'View' icon, and can export the results to Excel by clicking the 'Excel' icon in the top right corner of the table.



ID	Site	Submitted	Person Type	Category	Stage	View
Safeguarding 00000001	Bedford	11/10/2022	Patient	Radicalisation and extremist behaviour		<a href="#">View →</a>
Safeguarding 00000002	Bedford	11/10/2022	Patient	Radicalisation and extremist behaviour		<a href="#">View →</a>
Safeguarding 00000003	Luton & Dunstable	13/10/2022	Relative	<ul style="list-style-type: none"> <li>Domestic (including forced marriage, FGM and Honour based abuse)</li> <li>Radicalisation and extremist behaviour</li> </ul>		<a href="#">View →</a>