




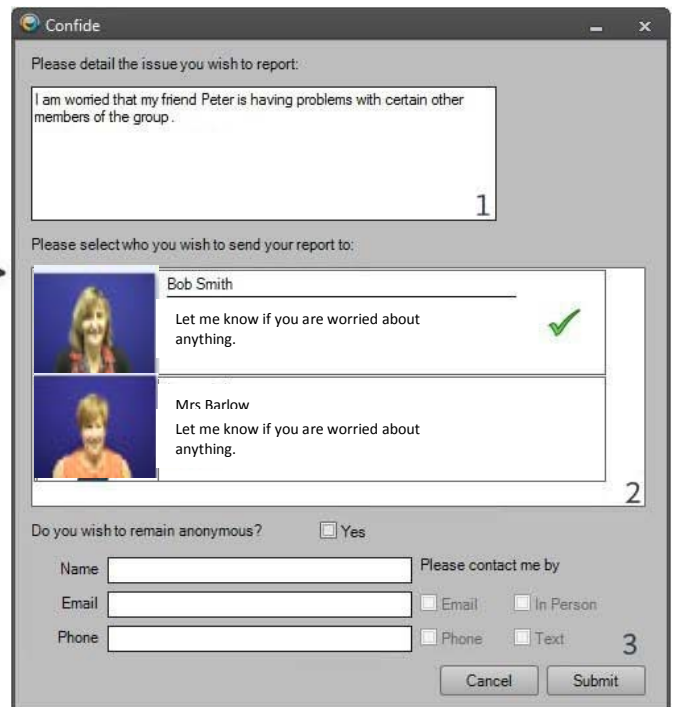
CONFIDE: A new way to report worries you might have

The 'Confide' system gives you the chance to let us know about any concerns that you may have about yourself or any other student in school.

You can submit your concerns to our Confide Administrators (Mrs Barlow and Mrs Fahrenholz).

You can have the option to remain anonymous, or you can leave details about yourself.

- You will see this button on your computer screen: 
- Select the 'Confide' option to see the welcome screen
- Click on '**Continue**' on the welcome screen to go to the next window
- You can now enter the details of the issue you wish to report:



1. You can type into this text area to enter the details of the issue that they wish to report.
2. You can then select who you wish to send your report to, by clicking in the box next to their name. You can choose to add your contact information. If you wish, you can tick the box next to '**Do you wish to remain anonymous**' which will then hide the fields asking for contact information.
3. Once you have added all the necessary information, click the '**Submit**' button. The Confide window will now close.

The administrator(s) that had been ticked will receive an email notification that a report has been submitted to them. They will then decide what needs to happen next. This could include letting one or more of the following people know:

- Form Tutor/Subject Teacher
- Pastoral Leader
- Head of Student Services
- Designated Safeguarding Lead (if the concern is a Child Protection issue)