

Local Safeguarding Officer



What can you do?

1. District overview
2. View child participant contact info to report safeguarding complaints/issues - **coming soon**
3. View adult membership contact info/membership & DBS for leaders in groups and district - **coming soon**
4. View Event information and registers
5. Send Group wide and individual communications

1. Overview

Currently this function is not available. District Officeholders will eventually be able to select and view all groups in their Districts. This will include the following sections: *Group Settings, People and Events*

To see a list of the **Groups currently registered** as open in your district, click **Groups** listed on the left-hand side panel.

2. View child participant contact info to report safeguarding complaints/issues

In your role you may be required to contact parent/carers regarding safeguarding issues. To view contact info, go to:

- Go to the correct Group Dashboard, by selecting the group name from the drop down found in the yellow box to the top left-hand corner
- Click **People** tab on the blue panel to the left-hand side of your screen
- Click the name of the Child/Parent who you need to contact, a drop down will appear select **Edit**
- You'll be taken to the child's contact info

3. View adult member contact info/membership/DBS & PVG in your groups and district – **coming soon**

4. View Event information and registers

- Click **Events** (not 'My Events') tab on the blue panel to the left-hand side of your screen
- Select the event you wish to view
- Left click on the event name and select an **Edit** from the drop down. Here you will find the task bar below, which you can select the following.



Explanation of the above headers:

- **Details** – information regarding the event, date, time, address etc
- **Plan** - Details about the activity to share with members (if applicable)
- **Invited** – Invite your members (adults and children)

- **Registration** - Can select who attended
- **Evaluation** - Can update event with details of an evaluation
- **RSVP** - Look at a list of registered participants and those who have declined
- **Invoice** - Invoice information for paid events

Group Knowledge Base article - <https://knowledge.groop.com/events>

5. Send District wide communications

My GroopChat

Parents and leaders can receive messages and communicate with each other using the My GroopChat facility. This is a secure forum to share updates, post notifications, share good practice and fun ideas.

- Click on the **My GroopChat** on the left-hand side panel
- Create a new thread for everyone to see by typing a message in the **Write something** box at the top of the page
- To attach images or files, click the small **attachment** icon
- You can also **comment** on previous posts by clicking on the post and typing in the box below
- To like a comment, click the **Heart** button

Whenever a new post is created or one of your posts is commented on you will receive a notification.

Sending a message to all users in a specific Sub Group

- From within My GroopChat choose your specific Sub Group from the **Post to** drop down
- Create your post and attach photos or documents if required
- When you're ready press the **Post Comment** button

Send to specific person or people

- From within My GroopChat choose who you want to send the message to via an **Email, Name or Label** which you enter in the **Send Privately** field. e.g. everyone with a label '**Common Ground participants**'
- From the resulting list you can then choose an individual or add all
- Create your post and attach photos or documents if required
- When you're ready press the **Post Comment** button

Group Knowledge Base article - <https://knowledge.groop.com/groopchat>

Communications

The Groop platform allows you to communicate in many ways with your users. One of which is through the communications area of the platform using Email.

- Click **Communications** on the left-hand side panel
- You can see an overview of all the emails you have sent on the main communications page
- To create a new email simply go to **Create new communication**
- You can now create your email with the **Subject and Content**. The **reply** email will be the email of your Groop account. You can change this by replacing it with an alternate address.
- Once you're happy with the information that you have entered you can filter the users and select the recipients to receive the communications by moving the slider buttons next to each individual name.
- You can save your email to send at a later date via the **Save Email** if required
- Once you're happy you can send the email

- When back in the main Communication page you can also **View** sent emails, **Clone** emails and also **Delete** any that are no longer needed.

Group Knowledge Base article - <https://knowledge.groop.com/communications>

6. Resources

The resources section found on the left-hand panel is a library of all Woodcraft Folk policies, insurance info, programme ideas, publicity materials, resources and useful forms. This library is accessible to all parents to view.

Group Contacts and District Officeholders can easily upload their local policies, risk assessments, forms, adverts and notices for both parents and leaders to access.

Group Knowledge Base article – <https://knowledgebase.groop.com/resources>