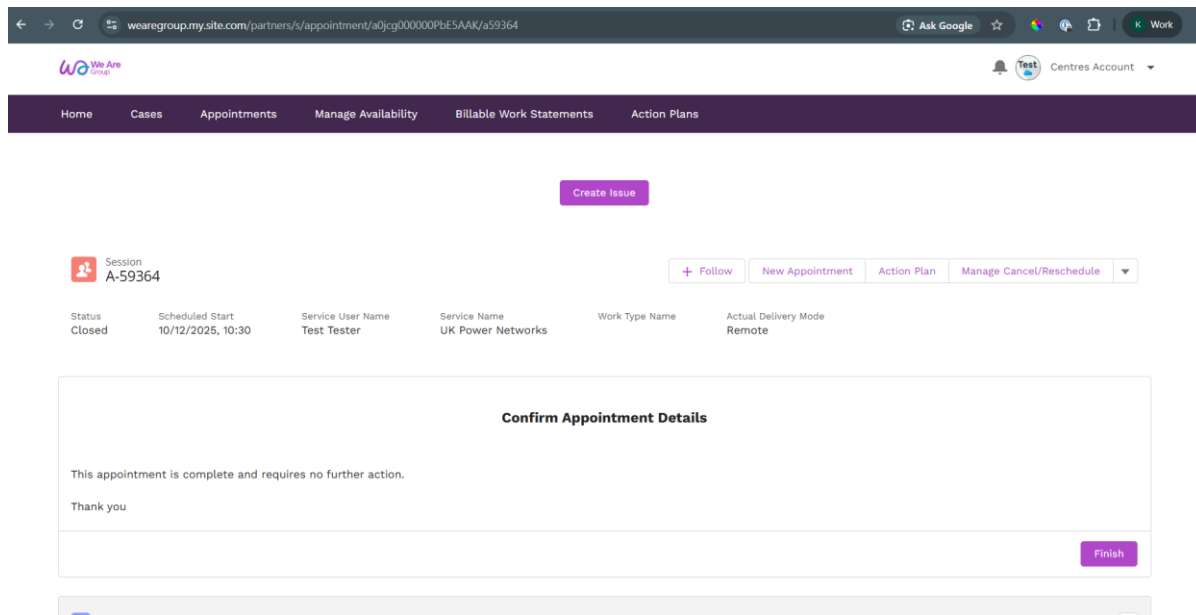


Reporting a Safeguarding Concern on your Partner Portal

We Are Group Partners

Reporting a Safeguarding Concern



The screenshot shows a web browser window with the URL `wearegroup.my.site.com/partners/s/appointment/a0jcg000000PbE5AAK/a59364`. The page header includes the We Are Group logo and a 'Centres Account' dropdown menu. A navigation bar contains links for Home, Cases, Appointments, Manage Availability, Billable Work Statements, and Action Plans. A 'Create Issue' button is visible. Below this, the session details for 'Session A-59364' are displayed, including a '+ Follow' button and a dropdown menu for 'Manage Cancel/Reschedule'. A table shows the appointment details:

Status	Scheduled Start	Service User Name	Service Name	Work Type Name	Actual Delivery Mode
Closed	10/12/2025, 10:30	Test Tester	UK Power Networks		Remote

Below the table, a section titled 'Confirm Appointment Details' contains the text: 'This appointment is complete and requires no further action. Thank you'. A 'Finish' button is located at the bottom right of this section.

Open the Partner Portal and find the relevant persons appointment record

Reporting a Safeguarding Concern

The screenshot shows a web browser window displaying the 'wearegroup.my.site.com' URL. The page features a navigation bar with links: Home, Cases, Appointments, Manage Availability, Billable Work Statements, and Action Plans. A 'Create Issue' button is visible. Below this, a session summary for 'Session A-59364' is shown with details: Status (Closed), Scheduled Start (10/12/2025, 10:30), Service User Name (Test Tester), Service Name (UK Power Networks), Work Type Name, and Actual Delivery Mode (Remote). A dropdown menu is open next to the 'Manage Cancel/Reschedule' button, listing options: Request Reschedule/Cancellation, Raise Safeguarding Issue (highlighted), Request Extension, and New Quality Action. Below the dropdown, a 'Confirm Appointment Details' section contains the text: 'This appointment is complete and requires no further action. Thank you'. A 'Finish' button is at the bottom right of the confirmation area. The Windows taskbar at the bottom shows the time as 11:17 on 10/12/2025.

Click on the drop down arrow next to Manage Cancel / Reschedule

Select Raise Safeguarding Issue

Reporting a Safeguarding Concern

The screenshot shows a web browser window with the URL wearegroup.my.site.com/partners/s/appointment/a3cg000000P6ESAAR/a59364. The page displays a session for 'A-59364' with status 'Closed' and scheduled start '10/12/2025, 10:30'. A modal window titled 'Raise Safeguarding Issue' is open, containing the following sections:

- Please select all that apply**: A list of checkboxes for 'Homeless', 'Had suicidal thoughts', 'Threatened suicide', 'Has harmed themselves', and 'Has history of previous suicide attempts or self harm'.
- Please provide a description:**: A text box with the placeholder 'Add description of the conversation and actions/signposting here.'

Buttons for 'Next' and 'Finish' are visible at the bottom of the modal. The background shows navigation tabs: Home, Cases, Appointments, Manage Availability, Billable Work Statements, and Action Plans.

Find the relevant description of the safeguarding concern you want to raise and click on it.

If you have multiple issues, then click on the first one then hold down the ctrl button and click on the others that you want to add

In the description box please type as much detail as possible. Include things like:

- What was discussed
- What action have you taken
- Where / who have you signposted them to
- If you called emergency services

Once all completed click on next



Safeguarding Team

Once you have clicked next, that should send the safeguarding concern to the team to review and complete further actions if required.

Should you have any questions about the safeguarding procedure you can email the team at safeguarding@wearegroup.com

Thank you!