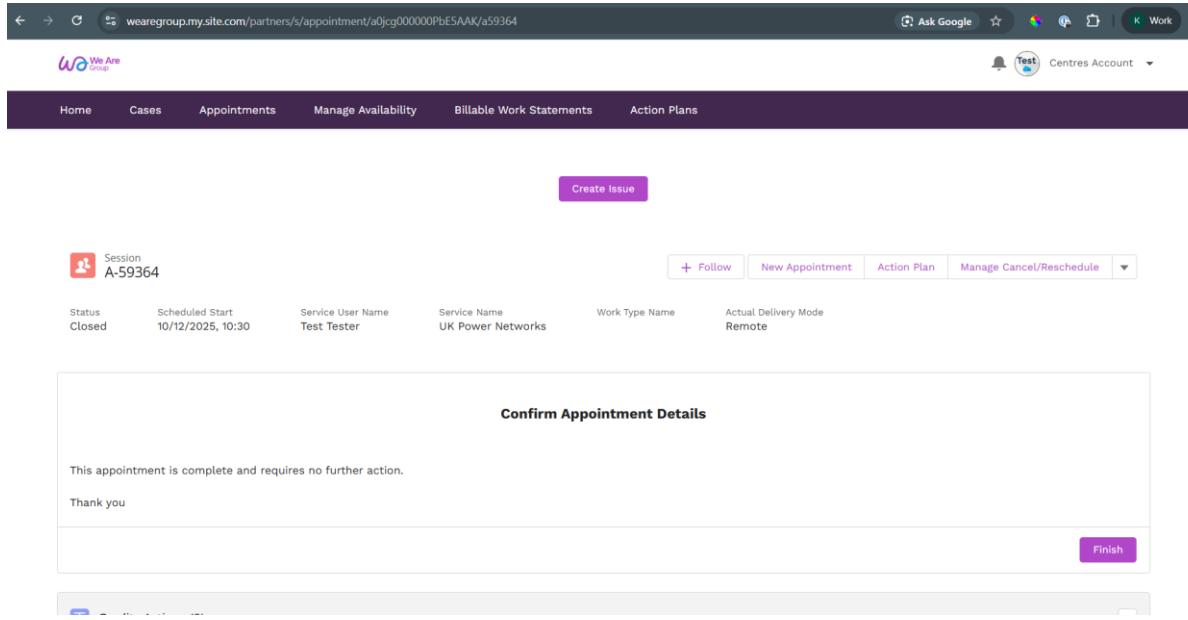


# Reporting a Safeguarding Concern on your Partner Portal



We Are Group Partners

# Reporting a Safeguarding Concern



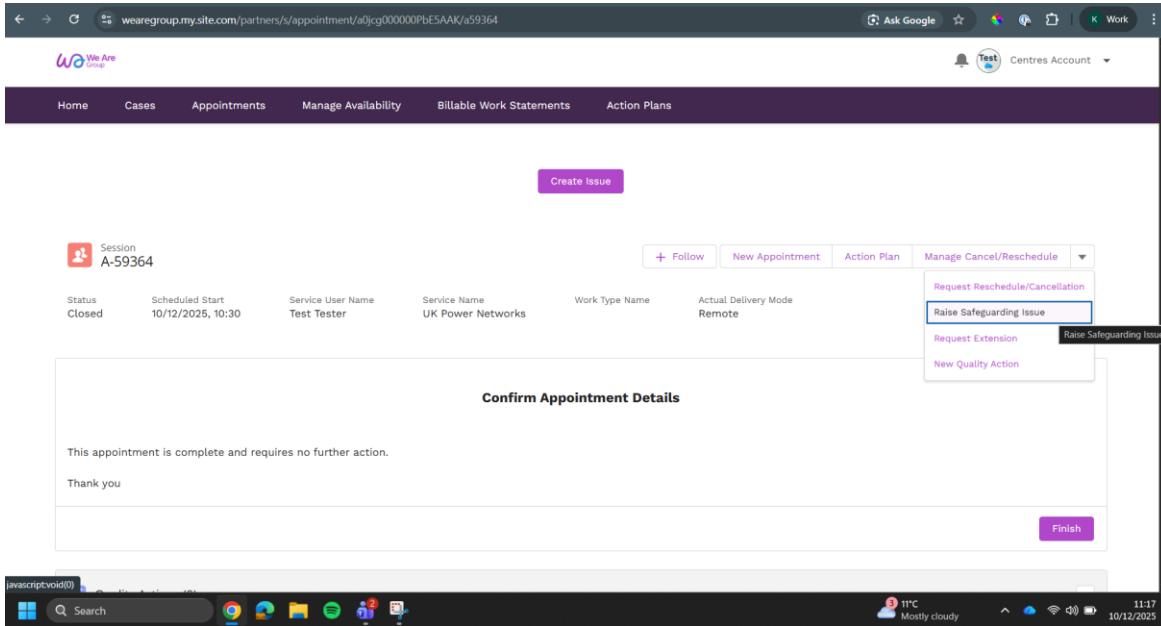
The screenshot shows a web browser window for the We Are Group Partner Portal. The URL in the address bar is [wearegroup.my.site.com/partners/s/appointment/a0jcg000000PbE5AAK/a59364](https://wearegroup.my.site.com/partners/s/appointment/a0jcg000000PbE5AAK/a59364). The page displays an appointment record for session A-59364. The appointment details are as follows:

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 appointment details, a modal window titled "Confirm Appointment Details" is open. The modal contains the text: "This appointment is complete and requires no further action. Thank you." At the bottom right of the modal is a purple "Finish" button.

Open the Partner Portal and find the relevant persons appointment record

# Reporting a Safeguarding Concern



Session A-59364

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

+ Follow      New Appointment      Action Plan      Manage Cancel/Reschedule

Request Reschedule/Cancellation

**Raise Safeguarding Issue**

Request Extension

Raise Safeguarding Issue

New Quality Action

Confirm Appointment Details

This appointment is complete and requires no further action.

Thank you

Finish

javascript:void(0)

11°C Mostly cloudy

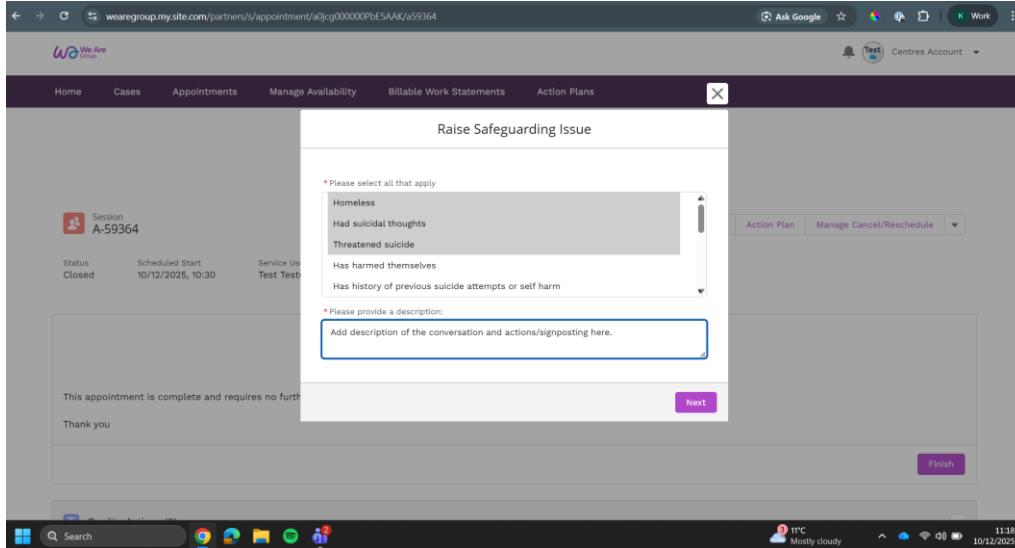
11:17

10/12/2025

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

Select Raise Safeguarding Issue

# Reporting a Safeguarding Concern



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](mailto:safeguarding@wearegroup.com)

# Thank you!