

Quickstart



Hello and welcome to your step by step guide to getting started with iKnow Safeguarding.

To help you get started and find your way around the software, we've provided this guide.

Designed to work in tandem with our support tutorials which can be viewed on iknowsafeguarding.co.uk/tutorials/

We offer completely free and unlimited help and support. If you get stuck and you can't find what you're looking for on our site then don't panic. You can get in touch with us and our amazing support team will be able to help you out.

helpdesk@iknowsafeguarding.co.uk

Customising iKnow Safeguarding

Within Safeguarding > Settings

- Customise Person Type
- Customise Stages of Concern
- Add Custom Fields for use in Concerns
- Add Custom Fields for use in Checks
- Add Risk Assessments to your Concerns
- Add Risk Assessments to your Checks
- Customise the DBS Checks required

Adding Concerns (Safeguarding > Concerns)

- Add your first Concern

Adding Checks (Safeguarding > Checks)

- Add your first Concern

Add Additional Locations (Settings > Locations)

- If your organisation has multiple locations then you can add these and then restrict who can see what within that location.

Add Additional Safeguarding Users (Safeguarding > Settings > Access)

- Add Account Safeguarding Leads who will have access to everything
- Add Safeguarding Leads who can have limited access to Concerns/ Checks

