



Child Passport – User Guidelines for Settings

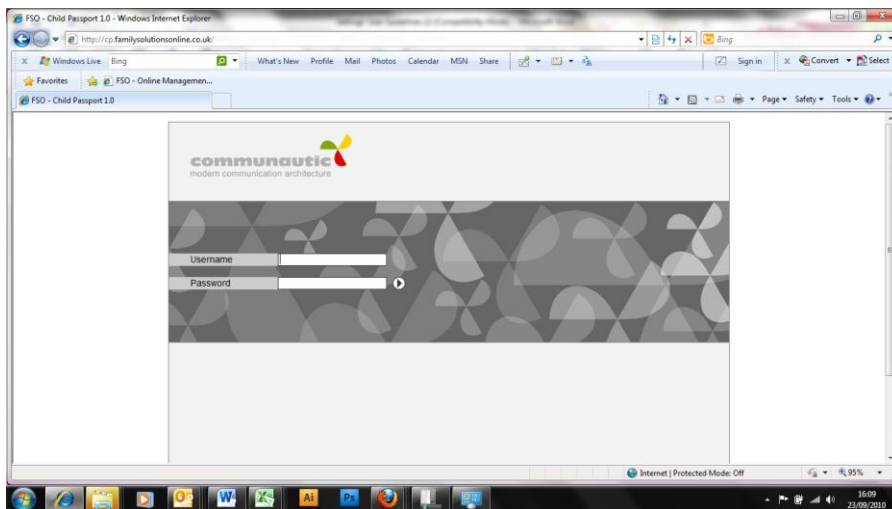
Information about:

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4. Adding Transition Details
5. Adding a Setting History record
6. Gathering Feedback
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1. Getting Started

- 1) The Child Passport can be accessed via your Internet browser at:

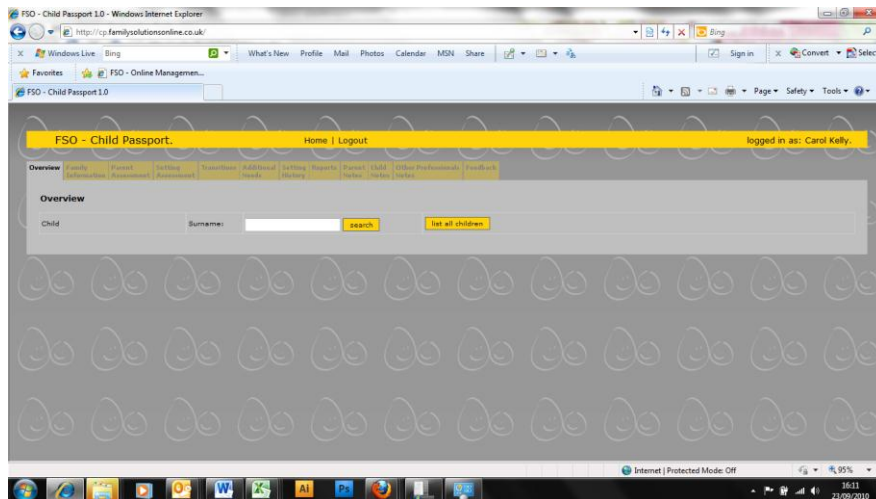
<http://cp.familysolutionsonline.co.uk/>



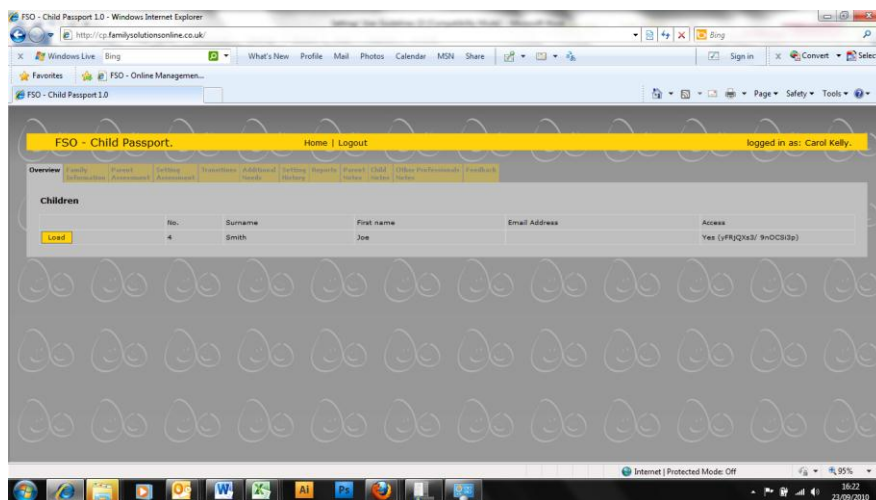
- 2) Enter your user name. This is the user name your Setting has been provided with in a letter from Family Solutions.

- 3) Enter your password. You will have received half of this password in a letter from Family Solutions and need to telephone Tendis Ltd on 020 8743 1270 for the other half. For added security, this password will change every 30 days.

You will now see the Overview tab.

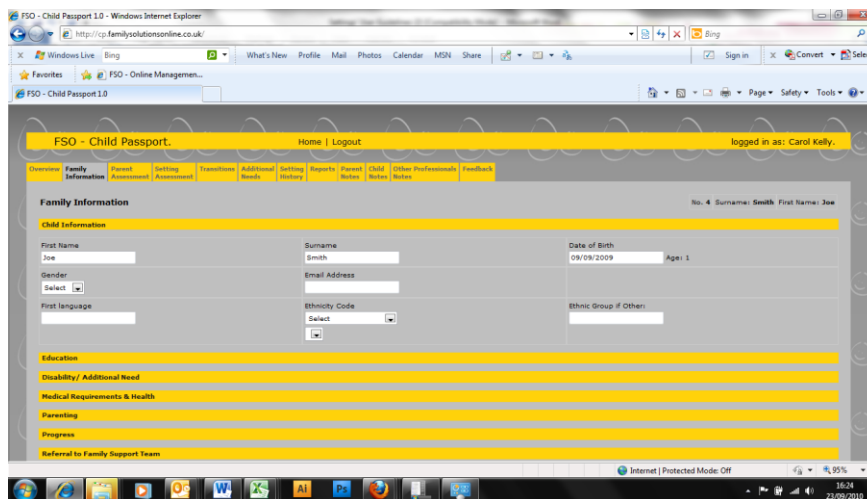


- 4) To view the Child Passport for a Child at your Setting, either type their Surname in in the Surname Search and click 'Search' to see a list of children with that surname or Click the 'List All Children' button to pick from a list of all Children with a Child Passport at your Setting.



- 5) Click 'Load' to view a Child's Passport.

- 6) You will now be able to view the 'Family Information' tab. Click on the Yellow Tabs along the top of the Child Passport to view the information held in the Passport. Records can be expanded and minimised by clicking on the yellow bars.

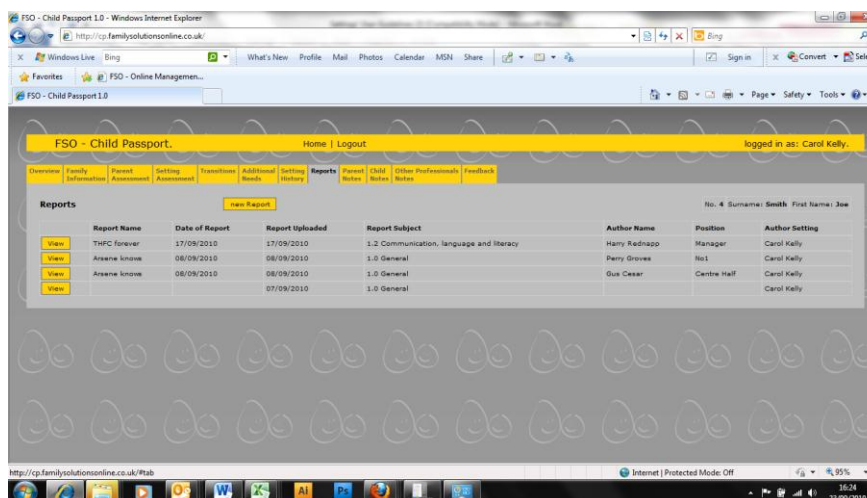


2. Uploading a Report about a Child

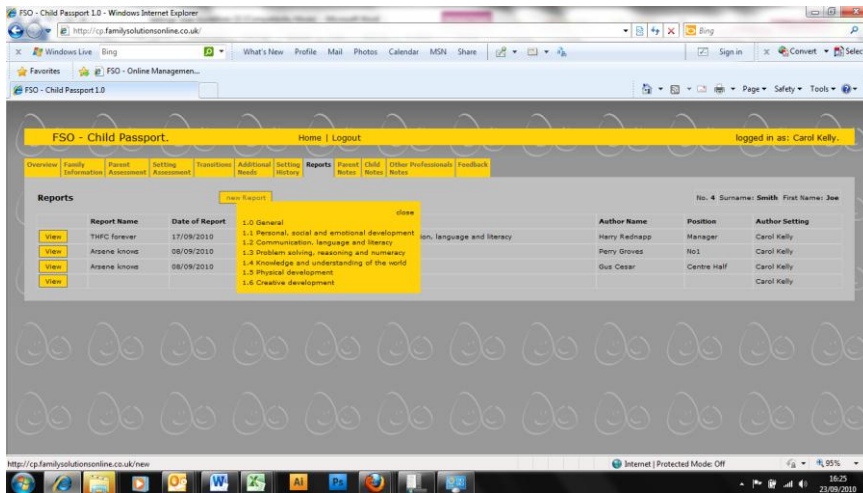
The Child Passport allows your Setting and Other Professionals working with a Child to upload and save Reports. Settings then have the ability to add these Reports to assessments they carry out on the child (called Setting Assessments,) if required.

To Upload a Report:

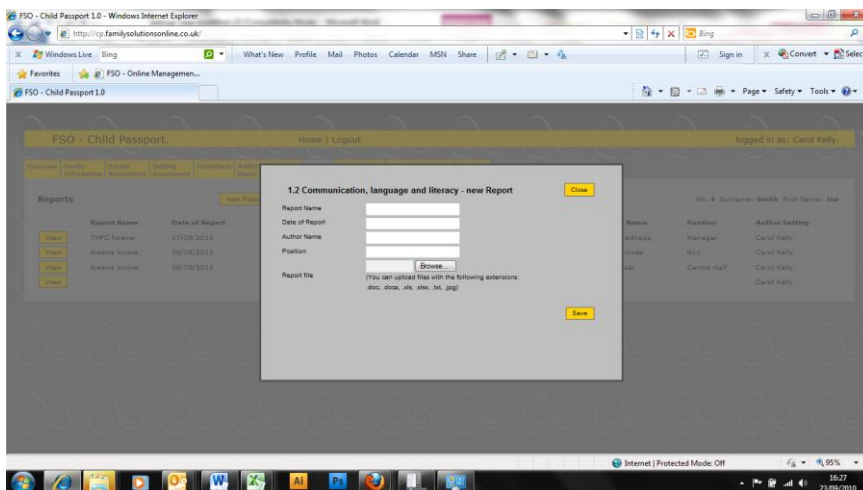
- 1) Click on the yellow 'Reports' tab.



2) Click on the yellow 'New Report' button.



3) Select the Category in which you would like your report to appear.



4) Complete the New Report Details:

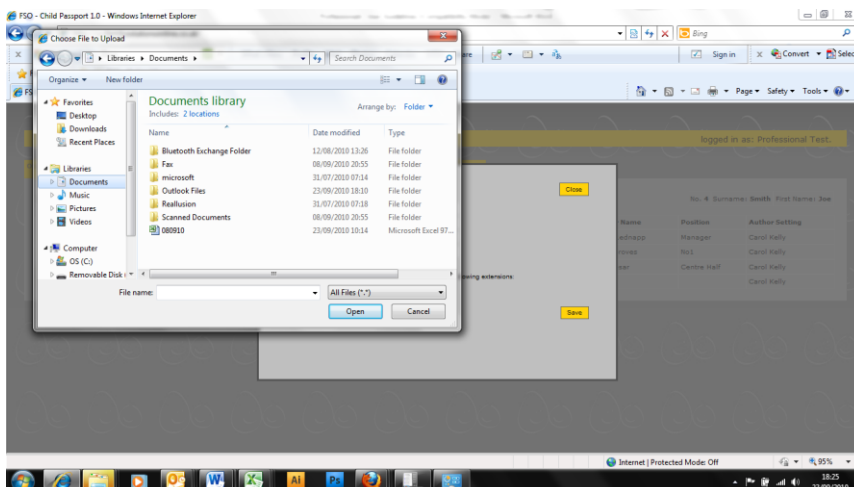
Report Name

Date of Report

Author Name

Position

- 5) Click on the 'Browse' button to locate the file you wish to upload.



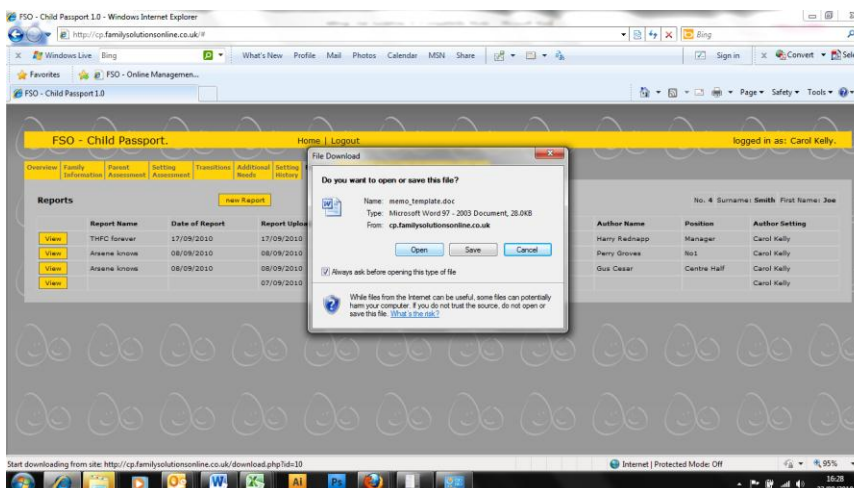
The file now forms part of the Child Passport for this child and can be seen in the list of Reports about the child. This allows you to add it to Setting Assessments if required.

- 6) Click the yellow 'Save' button.

3. Viewing a Report about a Child

To view a Report:

- 1) Click the yellow 'Reports' tab.
- 2) Click the yellow 'View' button next to the Report you wish to view.
- 3) A Windows dialog box will appear, enabling you to either View or Save the Report, in the software in which it has been saved, on your PC.

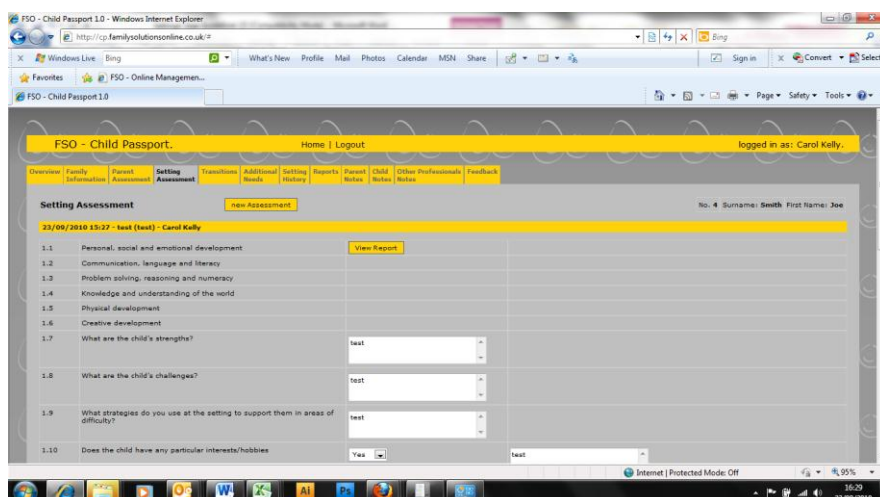


4. Carrying out an Assessment of a Child (a Setting Assessment)

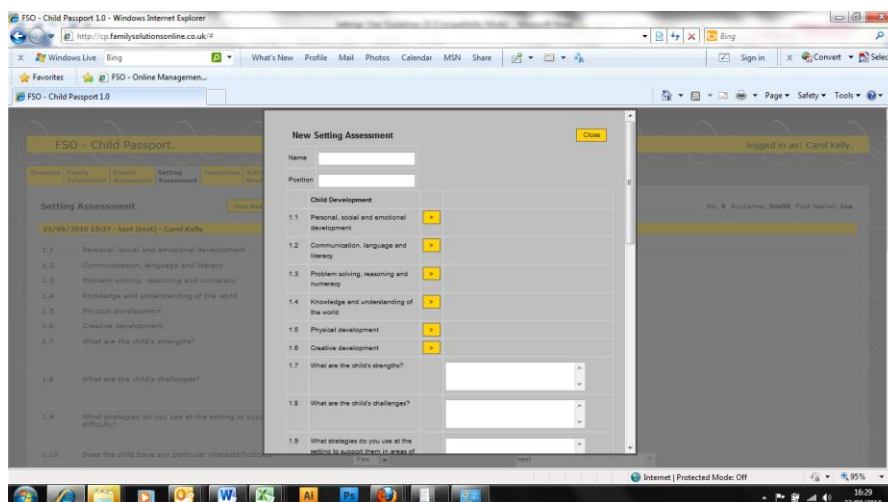
Settings have the ability to create, save and view Setting Assessments within the Child Passport.

To create and save a new Setting Assessment:

- 1) Click the yellow 'Setting Assessment' tab.

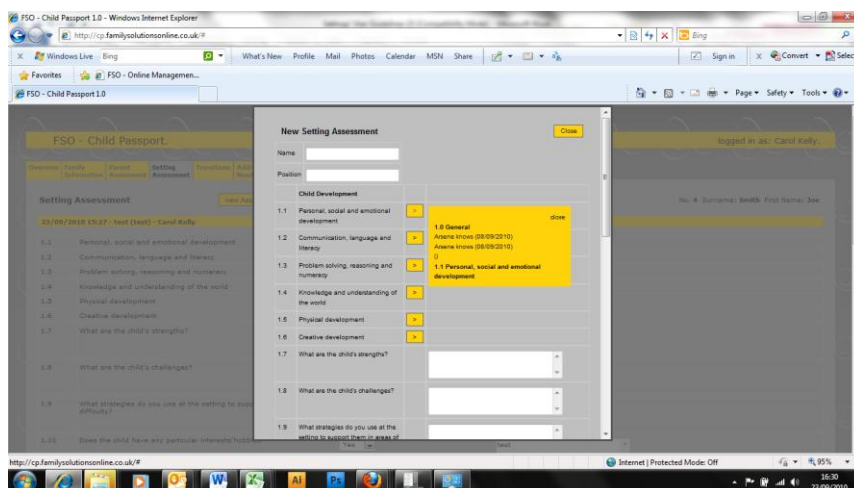


- 2) Click the yellow 'New Setting Assessment' button.



- 3) Complete your name and position.

- 4) Items 1.1 to 1.6 allow you to add reports that have been previously uploaded to the child passport to the Setting Assessment under the relevant subject areas if you wish. (Section 2, 'Uploading a Report About a Child' explains how to upload reports.) Add a Report to the appropriate development area by clicking on the yellow arrow next to the development area, then clicking on the name of the Report you wish to add.



- 5) Complete questions 1.7 to 2.4.
- 6) Click the yellow 'Save' button'. The assessment is now saved.

Note: Clicking on the yellow bar at the top of your new assessment will minimise the assessment on the screen and allow you to view other assessments.

Note that items 1.1 to 1.7 allow you to include one or more Reports in your Setting Assessment. This is only possible if a Report for the Child has already been added to the Child's Passport (Section 2, 'Uploading a Report About a Child' explains how to do this.

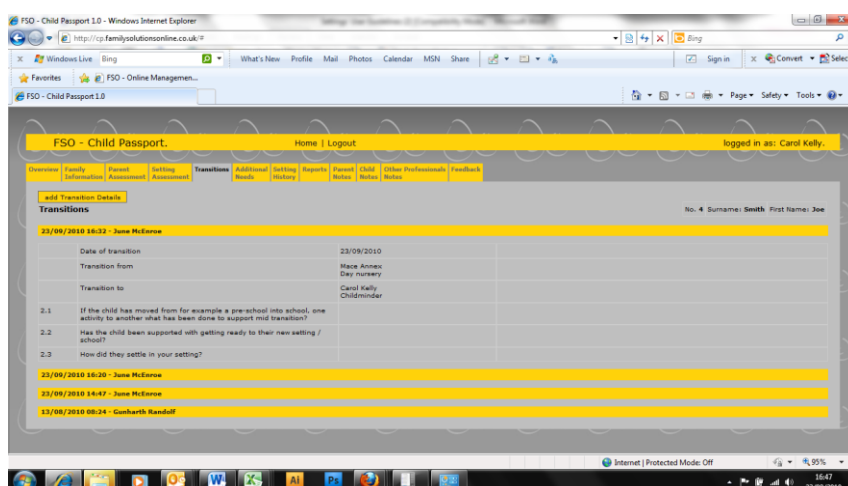
Setting Assessments are listed in chronological order. Previous Setting Assessments can be expanded for viewing by clicking on the Yellow Bar at the top of each Assessment. Clicking again on the Yellow Bar will minimise the Assessment on the screen.

5. Adding Transition Details

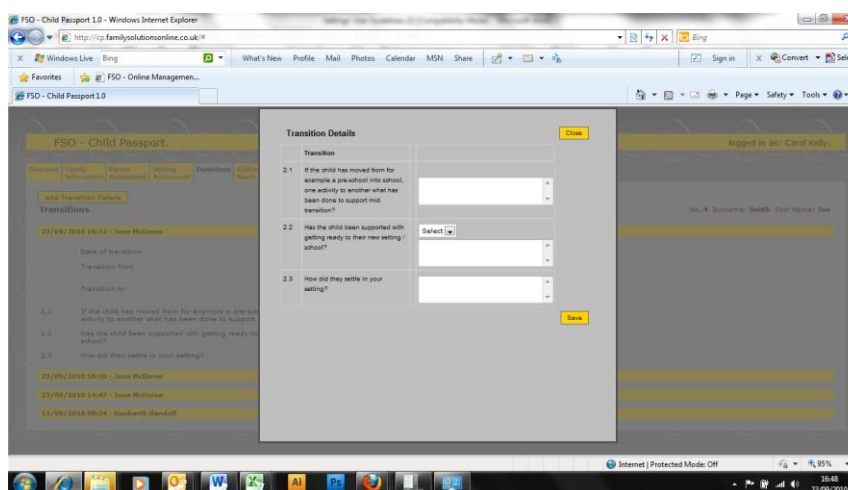
When a Parent gives permission for their Child to be assigned to your Setting, a Transition Record will be created. This record will show where the Child has transferred from, where to (your Setting) and the date of the transition.' Your Setting then completes the three questions about the transition (the Transition Details).

To add Transition Details:

- 1) Click on the yellow 'Transitions' tab.



- 2) Click on the yellow 'Add Transition Details' button.



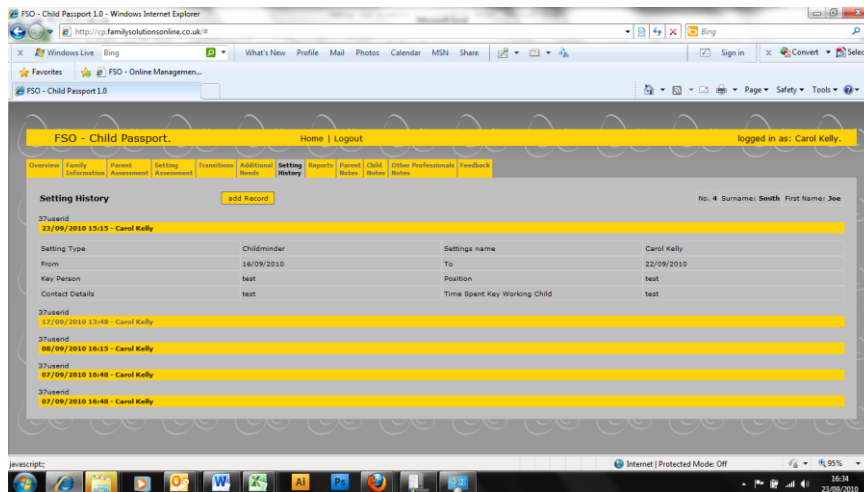
- 3) Complete the details for questions 2.1 to 2.3.
- 4) Click the yellow 'Save' button. The transition details are now saved.

6. Adding a Setting History record

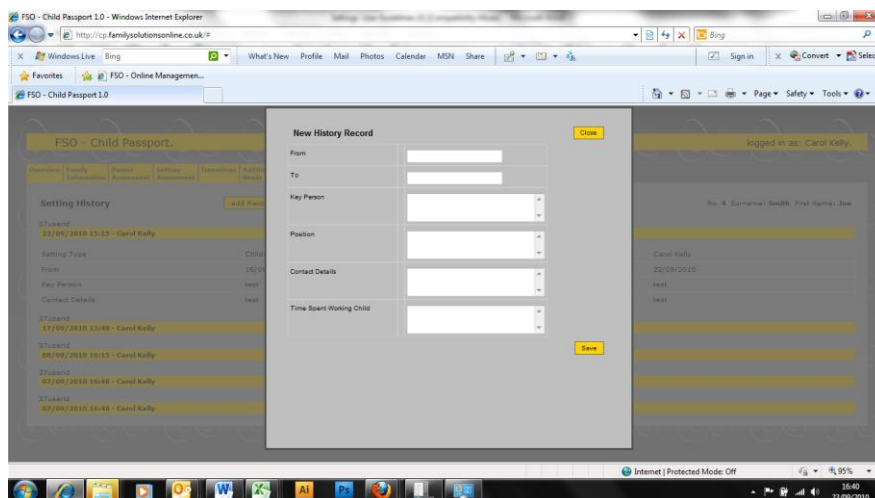
While a Child is attending a Setting, the Key Person working with the Child, or their details, might change. Setting History allows your Setting to record details about each Key Person working with the Child and update their name, position and contact details. It also allows records to be kept of the amount of time spent working with a child.

To add a Setting History record:

- 1) Click on the yellow 'Setting History' tab.



- 2) Click on the yellow 'Add Record' button.



- 3) Complete the record details.
- 4) Click 'Save'. The Setting History record is now saved.

7. Gathering Feedback

The Child Passport has a feedback function, which lets you gather feedback from relevant parties via a secure web link. The feedback will be stored securely in the Child Passport and will form part of the child's record.

Utilising this function will enable the recipient to receive an email with any text you have chosen to add and a link as shown below:

'Please follow this link to post your response:

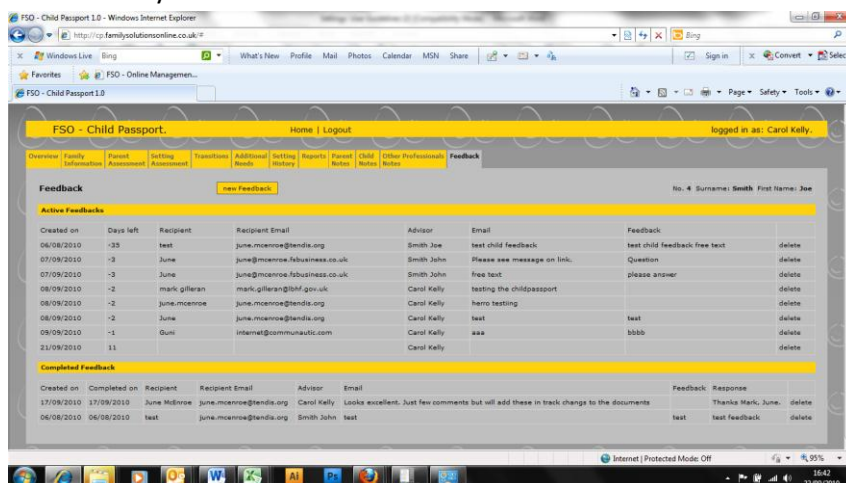
<http://cp.familysolutionsonline.co.uk/feedback.php?key=9967d7ff564db78cbd17f9296482b86552>

This link is valid for 14 days'.

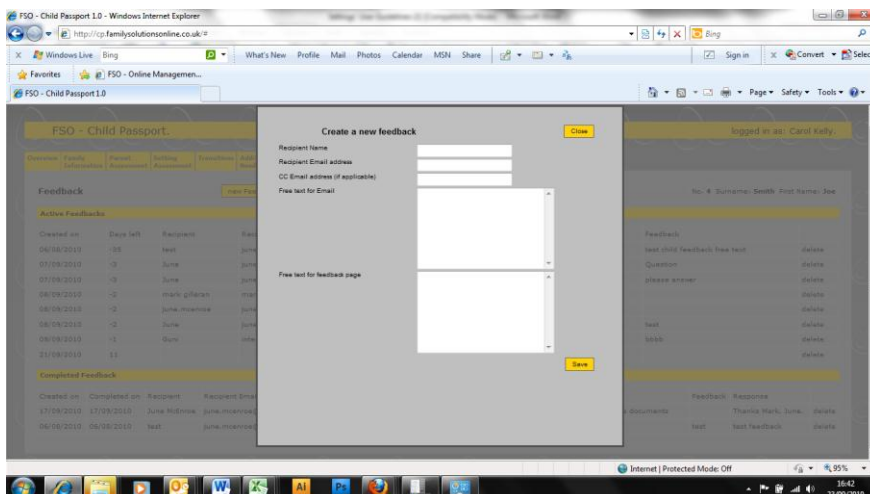
If the recipient follows the link, they will have access to the secure message you have prepared for them and they can type and submit a reply to be securely recorded in the Child Passport.

To gather feedback:

- 1) Click on the yellow 'Feedback' tab.



2) Click 'New Feedback'.



3) In the 'Create a New Feedback' box, complete:

Recipient Name

Recipient Email Address

CC Email Address (if applicable)

Free Text for Email (a message which will appear in the email the recipient receives)
You do not have to type anything here, but may wish to.

Free Text For Feedback-THIS INFORMATION WILL BE SECURELY STORED (i.e. it will not appear in the recipient's email inbox or sent items box, only in the Child Passport.)

4) Click on the yellow 'Save' button.

The recipient will receive an email with your free text message, if you have typed one and, below it, a message like this:

'Please follow this link to post your response:

<http://cp.familysolutionsonline.co.uk/feedback.php?key=9967d7ff564db78cbd17f9296482b86552>

This link is valid for 14 days'.

If the recipient follows the link, they will see the message you typed in the 'Free Text For Feedback' box and they can type and submit a reply to be securely recorded in the Child Passport.

8. Getting Support

If you would like support using the Child Passport please call Tendis Ltd on 020 8743 1270 between 10am and 5pm.

Tendis Limited would also like to hear from you if you have any comments or suggestions regarding the Child Passport, or encounter any problems while using it. Please email: hello@tendis.org.