

## **OneSchool**

### **Incident reports**

All staff are required to log incidents on OneSchool.  
Incidents may be those related to behaviour or other factors.

Medical incidents and accidents are logged on My HR.

Paper incident reports are no longer in use at this school.

Staff should liaise with their managing teacher or a school leader for support as required to log reports on OneSchool or MyHR.

### **Entering Facilities Maintenance in OneSchool**

Follow these steps

- Log on to OneSchool
- Click on Finance Tab
- Select Facility Maintenance from drop down menu
- Select Search to view all jobs currently logged
- Select Add New
- Click on drop down arrow and select M3 Routine Breakdown/Unplanned work
- Enter Block Room No and succinct description using the words Repair/Replace/Remove/Check
- Start to type room number and then select room number from list
- Select relevant failed part
- Select relevance consequence
- Select relevant cause or of unknown, select wear and tear
- Press continue
- Save at bottom LHS

Teachers record and use information in OneSchool. The following is a short list to guide practice as these are the bare minimum of required entries through each term.

### **Students on AIMS**

- Complex case support
- Teachers put information here when a student is referred for assistance through other departmental teams e.g. behaviour support, AVIT VI, etc.
- Referrals and Reports
- Other agency professional's documentation should be scanned and uploaded here
- If a teacher receives a report from another agency or professional, scan and upload the report here
- Student protection – all staff can access the SP4 form here to report concerns about student protection. Staff are encouraged to talk with the Principal or a Deputy Principal prior to completing or to take advantage of support during the completion of the form. Staff can complete the form independently. An alert is sent automatically to the Principal to be reviewed and submitted by the Principal on the same day. Staff should be aware that the SP4 form is for reporting concerns about student protection.
- If there are concerns about the conduct of a staff member then these should be reported directly to the Principal who will guide actions and other reporting options through the SP1, SP2, and SP3 processes on **iRefer** on One Portal.

### **Student Profiles**

Staff can see details of individual student profiles by referring to OneSchool.

***Contacts***

- Put details of all contacts with family members and other agencies on OneSchool under Student Profile, Contacts tab