

Guide to using the Beyond Bullying Award Online Portal



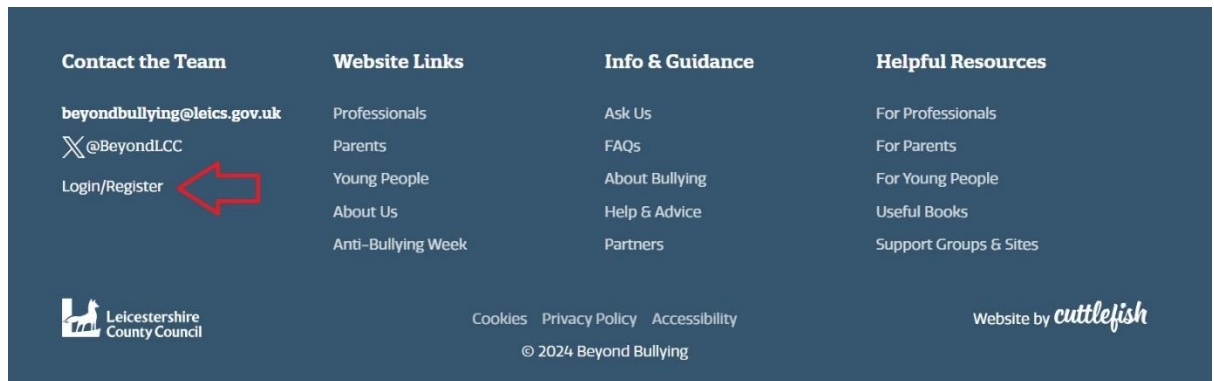
This guide explains how to:

- log into the online portal (page 2)
- submit evidence for the Beyond Bullying Award (pages 3 to 8)
- add extra admins to your account (pages 9 and 10)

PLEASE NOTE: The online portal can only open Microsoft files (e.g. Word, PowerPoint, Excel, etc), pdfs and jpeg images. Do not upload other file types (e.g. HEIC files) as they cannot be opened and you will have to resubmit the evidence using a different file type.

Logging into the Beyond Bullying Award

1. Go to www.beyondbullying.com and scroll down to the teal section at the bottom of the page. Click 'Login/Register':



2. Enter your email address and password, then click login:

The image shows a 'User Login' form with a white background and a blue border. The title 'User Login' is in bold black text. Below the title are two input fields: 'Email Address:' and 'Password:'. Below the 'Password:' field is a link for 'Forgotten your password?'. Below that is a checkbox labeled 'Keep me logged in on this device using a Cookie'. At the bottom is a blue 'Login' button.

3. This will open your dashboard where you can access the criteria for the Beyond Bullying Award and submit your evidence

How to submit evidence for the Beyond Bullying Award

1. Click on the section heading which contains the criterion you want to submit evidence for (in this example, you would click on 'Leadership & Policy Development'):

Current Award

Beyond Bullying Award (3% Complete)	
Leadership & Policy Development	 +
School Culture and Curriculum Planning	+
Pupil Voice and Provision of Support Services	+
Staff Professional Development	+
Partnerships with Parents/Carers/Community	+
Behaviour, Rewards and Recognition	+

2. Click on the criterion you want to submit evidence for (in this example, you would click on 'Up-to date anti-bullying policy in line with current local and national guidance'):

Leadership & Policy Development

Commitment to a whole school approach to anti-bullying at a senior management level. 0 Comments 1 File 0 Feedback	
Named staff champion responsible for anti-bullying. 0 Comments 0 Files 0 Feedback	
Up to date anti-bullying policy in line with current local and national guidance. 0 Comments 2 Files 2 Feedback	
Anti-bullying policy is available and accessible. 0 Comments 0 Files 0 Feedback	
Silver	
Anti-bullying lead governor. 0 Comments 0 Files 0 Feedback	
Anti-bullying policy review process involves the whole school community. 0 Comments 0 Files 0 Feedback	
Child friendly anti-bullying policy. 0 Comments 0 Files 0 Feedback	
Gold	
Senior Leadership Team, governors and pupils work together on school anti-bullying matters. 0 Comments 0 Files 0 Feedback	

3. Click on 'choose file' to add a document. Select the file, and then click open:

Up to date anti-bullying policy in line with current local and national guidance.

* Policy addresses prejudice driven bullying and references all the protected characteristics in line with the Equality Act (2010).

No comments or files.

Comments:

Comments...

Drop your file here to upload your file!

Choose files No file chosen

Upload File

Add

Status
In Progress
Last Updated
18th October 2024
11:30am

Submit for Review

Assessor Feedback

No feedback yet.

4. We encourage you to write a comment in the comments box about each of individual piece of evidence (for example to explain where specifically to look for your evidence in each document) as you are submitting them. When you are finished, click 'Add'. If you are leaving the comments box blank, then click 'Add' to add the uploaded document to your evidence bank. Repeat this process for as many pieces of evidence as you are submitting for the criterion:

Up to date anti-bullying policy in line with current local and national guidance.

* Policy addresses prejudice driven bullying and references all the protected characteristics in line with the Equality Act (2010).

No comments or files.

Comments:

The Anti-Bullying Policy starts on page 5.

Drop your file here to upload your file!

Choose files No file chosen

Upload File

Choose file Test School Anti Bullying Policy.docx

Test School Anti Bullying Policy.docx

Remove



Add

Status
In Progress
Last Updated
18th October 2024
12:15pm

Submit for Review

Assessor Feedback

No feedback yet.

5. The evidence you want to submit, along with any comments, should now be under the 'Comments/Files' heading:

Up to date anti-bullying policy in line with current local and national guidance.

* Policy addresses prejudice driven bullying and references all the protected characteristics in line with the Equality Act (2010).

Comments / Files

S The Anti-Bullying Policy starts on page 5.

Test School Anti Bullying Policy
12.9 Kb
18th October 2024 11:37am

S Content Analysis Tool Test School
12.9 Kb
18th October 2024 11:38am

Status
In Progress

Submit for Review

Last Updated
18th October 2024
11:30am

Assessor Feedback
No feedback yet.

Comments:

Comments...

Drop your file here to upload your file!

Choose files No file chosen

Upload File

Add

6. If you need to delete the uploaded document and the comment, click the bin icon:

S The Anti-Bullying Policy starts on page 5.

Test School Anti Bullying Policy
12.9 Kb
18th October 2024 11:37am

7. If you need to make any amendments to your comment, click the square/pencil icon to make edits:

S The Anti-Bullying Policy starts on page 5.

Test School Anti Bullying Policy
12.9 Kb
18th October 2024 11:37am

8. Once you have added all your uploaded documents and written your comments, you can submit the evidence for review by the assessors by clicking the 'Submit for Review' button:

Up to date anti-bullying policy in line with current local and national guidance.

* Policy addresses prejudice driven bullying and references all the protected characteristics in line with the Equality Act (2010).

The screenshot shows a submission interface. At the top right, a red arrow points to a purple 'Submit for Review' button. Below this, there are two document entries under the heading 'Comments / Files':

- Document 1: 'The Anti-Bullying Policy starts on page 5.' with a file icon, 'Test School Anti Bullying Policy' (12.9 Kb), and a timestamp of '18th October 2024 11:37am'. It has a status of 'In Progress' and was last updated on '18th October 2024 12:15pm'.
- Document 2: 'Content Analysis Tool Test School' (12.9 Kb) with a timestamp of '18th October 2024 11:38am'.

Below the documents is an 'Assessor Feedback' section which currently says 'No feedback yet.' At the bottom, there is a 'Comments:' section with a text input field labeled 'Comments...'.

9. Once the assessor has reviewed your evidence, they may give you the status of 'Requires further attention'. You will be alerted to this in the criteria list:

The screenshot shows a criteria list item with the following details:

- Title: Up to date anti-bullying policy in line with current local and national guidance.
- Summary: 0 Comments 2 Files 1 Feedback
- Status: Needs Further Attention (indicated in red text)

10. If you receive a ‘Requires further attention’ status, the assessor will include a comment in the ‘Assessor Feedback’ comment box explaining what additional/revised evidence you need to submit to meet the criterion. You should then click ‘Switch back to pending’ and upload any additional/revised documents using the process described above. Once you are ready to submit again, click ‘Submit for Review’:

Up to date anti-bullying policy in line with current local and national guidance.

* Policy addresses prejudice driven bullying and references all the protected characteristics in line with the Equality Act (2010).

The screenshot shows a submission interface. At the top right, a red arrow points to a 'Switch back to Pending' button. Below this is a status box that reads 'Status: Needs Further Attention' and 'Last Updated: 18th October 2024 12:29pm'. To the right of the status box is a 'Submit for Review' button. On the left, under 'Comments / Files', there are two items: 'The Anti-Bullying Policy starts on page 5.' with a file 'Test School Anti Bullying Policy' (12.9 Kb) and 'Content Analysis Tool Test School' (12.9 Kb), both dated 18th October 2024 12:25pm. Below the files is a 'Comments:' section with a text input field and an 'Add' button. To the right of the comments is an 'Assessor Feedback' box containing a comment: 'You need to include mention of all of the protected characteristics in your anti-bullying policy. You have omitted age, marriage and civil partnership and pregnancy and maternity.'

11. If you are assessed to have met the criterion, the assessor will update the status to ‘Completed’, which you will be able to see in the criteria list:

Leadership & Policy Development	
Commitment to a whole school approach to anti-bullying at a senior management level. 0 Comments 1 File 0 Feedback	In Progress
Named staff champion responsible for anti-bullying. 0 Comments 0 Files 0 Feedback	Not Started
Up to date anti-bullying policy in line with current local and national guidance. 0 Comments 2 Files 2 Feedback	Completed
Anti-bullying policy is available and accessible. 0 Comments 0 Files 0 Feedback	Not Started



12. You will also be able to see the ‘Completed’ status in the individual criterion:

Up to date anti-bullying policy in line with current local and national guidance.

* Policy addresses prejudice driven bullying and references all the protected characteristics in line with the Equality Act (2010).

Comments / Files

- S The Anti-Bullying Policy starts on page 5.

 Test School Anti Bullying Policy
12.9 Kb
- S  Content Analysis Tool Test School
12.9 kb

Status
Completed

Last Updated
18th October 2024
12:42pm



Assessor Feedback

- S You need to include mention of all of the protected characteristics in your anti-bullying policy. You have omitted age, marriage and civil partnership and pregnancy and maternity.
- S You have now added in all the protected characteristics - I am happy to mark this criteria as completed.

Adding extra admins to your account

1. Ask your extra admins to go to <https://www.beyondbullying.com/register> and complete their details on the 'Sign Up' page:

Sign Up

Leicestershire County Council (LCC) respects your privacy. The information that you provide us with, or that is gathered automatically, helps us to monitor our services and provide to you the services that you are entitled to as a resident of Leicestershire or visitor to our website.

Login Information

Your Name*:

eg. John Appleseed

Email Address*:

Password*:

Password Tips:

- Passwords **must** be at least 8 characters long
- Aim for a mixture of upper and lower cases, numbers and characters
- Avoid using passwords from other sites or obvious passwords, e.g. your pet's name
- **Do not** use passwords which have previously been exposed. [Click here to check for exposed passwords](#)

Confirm Password*:

Please verify your password by entering it again.

Preferences

Please tick here if you wish to be contacted with information and updates related to Beyond Bullying.

Register

2. They will then be taken to the 'Get Started' page, where they will need to input the name of the school/academy they want to be added to in the 'Search for your organisation' box. They should then click continue:

Get Started

Your School / Organisation

Search for your Organisation.*:

Search for your Organisation....



If not listed, select "My Organisation isn't listed" below.

Continue

My organisation isn't listed

3. They will then be taken to the 'Pending Approval' page, and will need to wait for the website admins to approve their request:

Pending Approval

Your request has been sent to us for approval.

Your request has been sent to your organisation administrator for approval.

4. If you have any issues adding extra admins, please email [Sue](#) or [Sarah](#) and they can help you.