Title

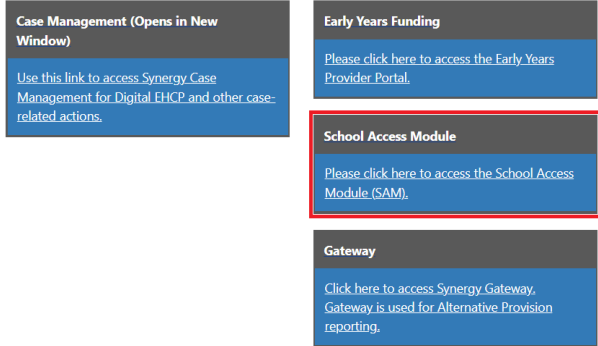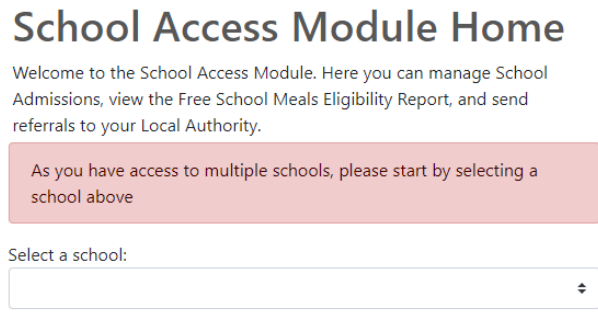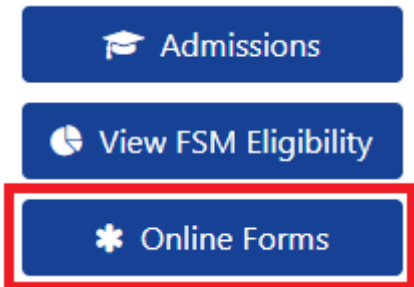# Reporting Restrictive Physical Intervention
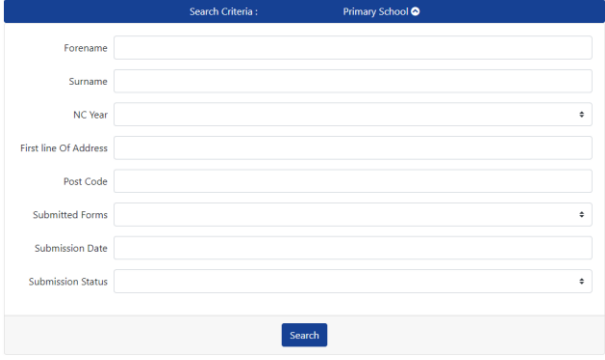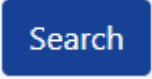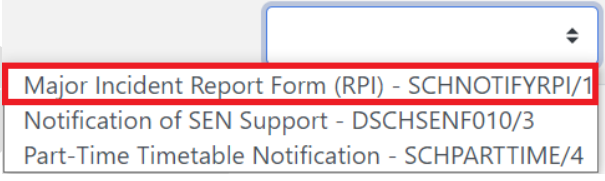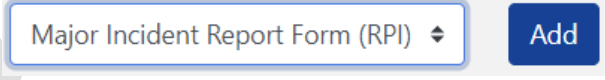
Document History
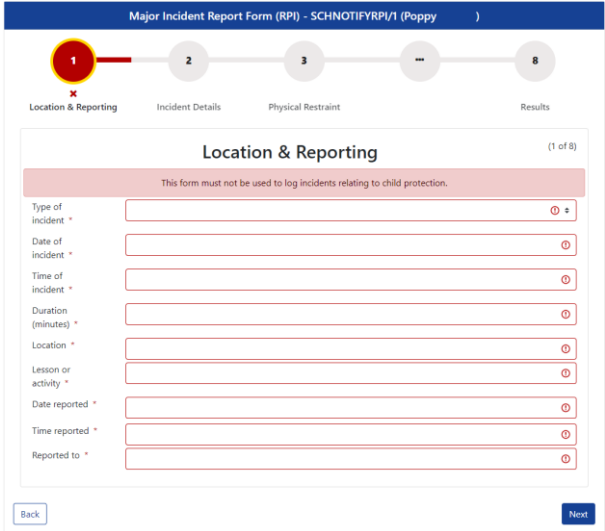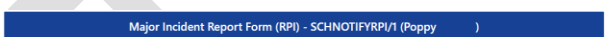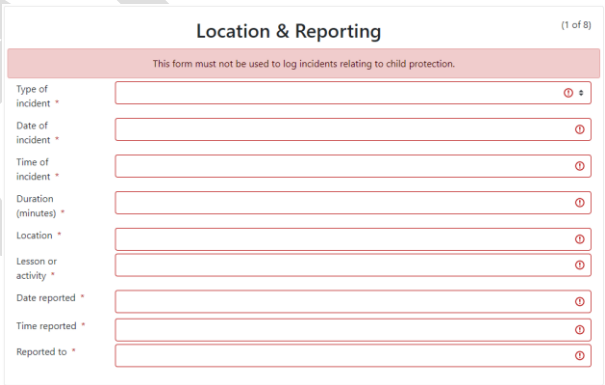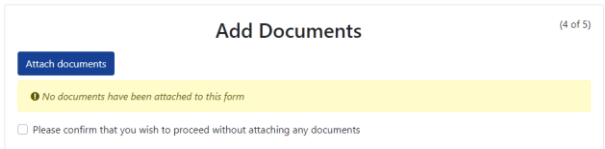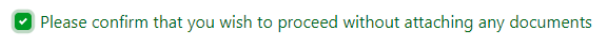
Version	Date	Produced by	Comments/changes made
DRAFT		Myles Strudwick	First drafta
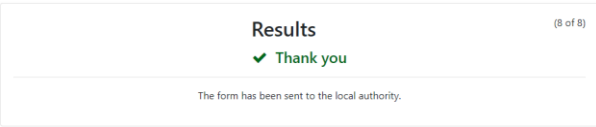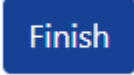
Background and Overview

OFFICIAL - SENSITIVE

Logging into Synergy Web		
1.	Online forms for reporting are accessed using the School Access Module (SAM).	
2.	Go to https://fisportal.northyorks.gov.uk/	
3.	Click on the School Access Module link box.	**Case Management (Opens in New Window)** Use this link to access Synergy Case Management for Digital EHCP and other case-related actions. **Early Years Funding** Please click here to access the Early Years Provider Portal. **School Access Module** Please click here to access the School Access Module (SAM). **Gateway** Click here to access Synergy Gateway. Gateway is used for Alternative Provision reporting.
4.	If you are not already signed in, you will be required to sign in. Sign in should be by an existing Synergy Web user and requires 2-factor authentication.	**Sign In** Portal for parents, schools and providers Enter your email address or username Continue New to the Parent Portal? Register here
5.	All schools have Synergy Web accounts to access information such as Admissions, Free School Meals and Online Forms. Please sign in as normal. For larger schools (over 500 pupils), if an additional Synergy Web account is required to manage the Part-Time Timetables reporting process, please contact the Inclusion Team.	
6.	If you work across a number of schools, your Synergy Web account might request you to select the school you are working with from the drop down list.	**School Access Module Home** Welcome to the School Access Module. Here you can manage School Admissions, view the Free School Meals Eligibility Report, and send referrals to your Local Authority. As you have access to multiple schools, please start by selecting a school above Select a school:
7.	Once a school has been selected (or if your Synergy Web account is linked to a single school), select Online Forms from the menu options.	🎓 Admissions ◔ View FSM Eligibility ✱ Online Forms

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8.	A search dialog appears, which allows the searching for any pupil registered as a current attendee at the selected school.	**Online Forms** Welcome to the School Online Form system. Here you can send forms and referrals that have been setup by the local authority. To get started, search for the pupil the form relates to, then select the relevant form from the drop-down list. Search Criteria : Primary School Forename Surname NC Year First line Of Address Post Code Submitted Forms Submission Date Submission Status Search
9.	Enter the relevant search criteria, then click the Search button. Clicking Search without entering any criteria will return the full list of students at the school.	Search
10.	A list of pupils matching the search criteria will be shown.	Pupil Name / Date of Birth / NC Year / Address / Submitted Form(s) / Select & Submit Form Andrew 2016 NC Year 1 N/A Maya 2014 NC Year 3 N/A Scarlett 2016 NC Year 1 N/A Henry 2011 NC Year 6 N/A
11.	Against the required pupil name, select the 'Major Incident Response' form from the Select & Submit Form column.	Major Incident Report Form (RPI) - SCHNOTIFYRPI/1 Notification of SEN Support - DSCHSENF010/3 Part-Time Timetable Notification - SCHPARTTIME/4
12.	Once the form has been selected, an Add button will appear. Click the Add button to add the form to the pupil record.	Major Incident Report Form (RPI) ⇕ Add
13.	The system will confirm details. Click Start.	School : Primary School Child : Poppy Form : Major Incident Report Form (RPI) - SCHNOTIFYRPI/1 Please click the Start button to begin Back Start

14.	The form will be shown.	
15.	The header bar shows the name of the form and the name of the pupil it is being applied to.	
16.	The step bar shows the steps involved in the form and highlights which part of the form is currently in focus. Completed steps are coloured green, incomplete steps are coloured red and steps which have not yet been started are coloured grey.	
17.	The main section is where information required for the selected step is gathered. Fields which appear with an asterisk next to them are mandatory and the form will not progress to the next step until they have been completed.	
18.	The Back and Next buttons along the bottom allow navigation through the form.	
19.	Complete the required information in the first siox steps of the form.	
20.	The Add Documents step allows documents to be uploaded and submitted with the notification.	
21.	If no documents are required, tick *Please confirm that you wish to proceed without attaching any documents* before clicking Next.	
22.	Click Next.	

23.	The system will confirm the form has been submitted.	**Results** (8 of 8) ✔ **Thank you** The form has been sent to the local authority.
24.	Click Finish to return to the list of pupils.	**Finish**