

Databridge Guidance

If you require any additional support, please email
datateam@rmt.org

What is Databridge?

Databridge is Ruskin Mill Trust's chosen Management Information System (MIS). It is used to manage information the Trust holds in regards to a Student/Participant. Overall operations are run by an external company, but is managed day to day by the Trust's Data Team (who can be contacted via the email above).

Databridge is used for a range of purposes which predominately include (but not limited to):-

- Logging of incidents and information regarding a Student/ Participant, examples of which are safeguarding reports, daily logging, medication errors or behavioural incidents
- Reading Student/ Participant's risk assessments and support plans
- Accessing Student/ Participant information such as contact information
- Timetables
- Compliance checking
- Complaints and compliments
- Recording day and session attendance

In addition, areas within Databridge relating to your specific role will also be available. These will be discussed with you by your line manager.

Logging onto Databridge for the first time

Databridge can be accessed from any device connected to the internet using Google Chrome.

1. Go to rmt.org/help and locate your site's Databridge link in the **Databridge Web Access** section
2. Scroll to the bottom and click on **Forgotten Password? Click here**
3. Enter your Databridge username. This will be different to your computer/email username. (Typically '[First name].[Surname]')
4. You will receive a temporary password via your Ruskin Mill Trust email address
5. Return to your site's Databridge page, enter your username and the temporary password
6. You will be asked to enter a new password; this must be at least 8 characters including a capital letter and a number.

Resetting your password

If you forget your password, follow the steps above to request a new one.

If you incorrectly enter your password three times, your account will be locked and the forgotten password link will not work.

If you find yourself locked out of Databridge, please email datateam@rmt.org

Event logs

'Event logs' is Databridge's reporting system. It is used by the Trust for a wide range of information collection depending on the site and job role. However, there are key event logs that all staff must be aware of which allow us to keep our Student/Participants safe.

Variations of these are:

- Safeguarding reports
- Occurrences
- Concerns
- Support plan recommendations
- Staff concerns

Adding events

1. Go to **Ev.Log/ Pattern** (left side)
2. Click **Add Event**
3. Select the event category from the **Category** drop down list
4. Complete all parts of the event
5. Click **Save** when complete

Finding events

1. Go to **Ev.Log/ Pattern** (left side)
2. Click on **Find Event** - you will see a list of today's events
3. Select the **Category(s)** you wish to see from the **Category** drop down - Choosing multiple categories is also allowed. To do this, after choosing one category click on the empty space underneath for the dropdown to reappear
4. Change the **Date Range** or use the dates to create a custom time period
5. Click on the pen symbol to view the event (open in a new tab to avoid losing the search)

Adding Commentary

Commentary is used to add additional comments to an event log. This is most commonly used if multiple staff are involved in an incident. The additional staff members can add their comments to an existing Occurrence.

1. Open the specific event
2. Go to **Add Commentary** and add your comments
3. Click **Save**

Actions

Actions are used to set and complete actions against an event. If you have been set an action, you will receive an email.

To view and complete your Actions go to:

1. Go to **Ev.Log/ Pattern** (left side)
2. Click **Actions**
3. Adjust the date range to see actions for a longer period
4. Click on the pen icon to add comments if the action is not yet complete
5. Click on the tick icon to complete the action and add steps taken to complete the action

- The eye icon will allow you to see the event - you will not be able to see event logs that you do not have security access for, i.e. Safeguarding reports.

Common types of Event Logs

Event log title	Description
Safeguarding reports	Safeguarding Reports are used to record anything that you think could be considered abuse. This is a highly confidential category which is only visible to members of your provision's Safeguarding Team. Reports should always be accompanied by direct contact with a member of the safeguarding team.
Occurrences	Occurrences are used to record behavioural events that should have required staff intervention, this may be to challenge behaviour, re-direct, support a Student/ Participant, etc. Any behavioural events that require a physical intervention or restraint must be recorded as an Occurrence.
Concerns	A behaviour or disclosure that you are concerned about that doesn't meet threshold for safeguarding i.e. identified type of abuse. Something that staff working with the Student/ Participant need to be aware of. This log is not confidential, information recorded here is visible to all staff. If in doubt, use the Safeguarding report category.
Staff concerns	A low-level concern is any concern that an adult has acted in a way that: <ul style="list-style-type: none"> - is inconsistent with the staff code of conduct, including inappropriate conduct outside of work - doesn't meet the threshold of harm or is not considered serious enough for the school or college to refer to the local authority.
Support Plan recommendations	This log is used by staff to communicate suggestions for inclusion in Support Plans and Risk Assessments. This may include new techniques, suggestions for removal of techniques that are no longer effective, changes to risks, etc.

Student/ Participant Details

The Student/ Participant Details section contains some key information that you may need to access and can also be used to view a Student/ Participants specific list of event logs. Your access will depend on you job role.

- Click on **Student/ Participant** (left side)
- Find Student/ Participant**
- Click on the **Student/ Participant's** name
- Click **View Student/ Participant**

Key areas in Student/ Participant Details

Area and location	Use
Basic tab	Name and address of Student/ Participant, Important Information
Contacts tab	Contacts linked to Student/ Participant, including emergency contacts

Area and location	Use
Personal tab	Limited access, includes information such as DoB, ethnicity and NHS number
Event log tab	For viewing a Student/ Participant specific list of events
Outcomes / Targets (right side)	Used to view Student/ Participant's EHCP outcomes and Targets (not used at all sites)
Documents (right side)	Access depends on job role. Includes admissions documents, EHCP, consents, reports, etc. View and download Student/ Participant's One Page Profile and Risk assessment (pre-transfer to Support Plan)
Support Plan (right side)	One way of accessing a Student/ Participant's Support Plan and Risk Assessment (post transfer to Support Plan)

Support Plans and Risk Assessments

During the academic year 2022/23 Ruskin Mill Trust provisions will be transferring the method that Support Plans and Risk Assessments are viewed. Please check with your provision as to which method you are using.

[OLD METHOD] One Page Profile & Risk Assessment (OPP & RA1)

1. Follow the instructions above to navigate to the Student/Participant's page
2. Click on **Documents** (right side)
3. Click on the pen next to **OPP - RA1**
4. Click **View file** or **Download file**

Please note: Never download a OPP - RA1 to a non-Ruskin Mill Trust computer

[NEW METHOD] Support Plan & Risk Assessment

1. Click on **Support**
2. Click on **Support Plan Detailed**
3. Choose the student by click **Options - Change Student - Choose student - Close**
4. Click on each of the statements to read the contents

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