On-line Reporting of Discriminatory Incidents

USER GUIDE

INDEX

1.   NIL Returns

> **NIL RETURNS should be advised via email to**
> **POLICYUNITCYP@BUCKSCC.GOV.UK at the end of each term.**

2.   Opening the web form

Open your internet browser and go to the following web address

http://www.antwebsystems.co.uk/sys/bcc/

The first time you do this you may want to save this address as a favourite or create a short cut to it on your desktop so it is easier to open in the future.

Creating a shortcut on your desktop

When you create a shortcut an icon will appear on your desktop. When you click on this icon the web form will automatically open.

To create the shortcut, open the web form for the first time using the instructions above. Right click on the forum and select 'CREATE SHORTCUT' from the menu which appears. This will automatically send a shortcut to your desktop.

Once the icon appears on your desktop, you can rename it by right clicking on the icon and selecting 'RENAME'


Adding it as a favourite

If you prefer to save the web form as one of your favourite web addresses, open the form for the first time then right click on it. Select 'ADD TO FAVOURITES' from the menu which appears. This will bring up a dialogue box which allows you to type in the name you want to appear in the favourites menu.
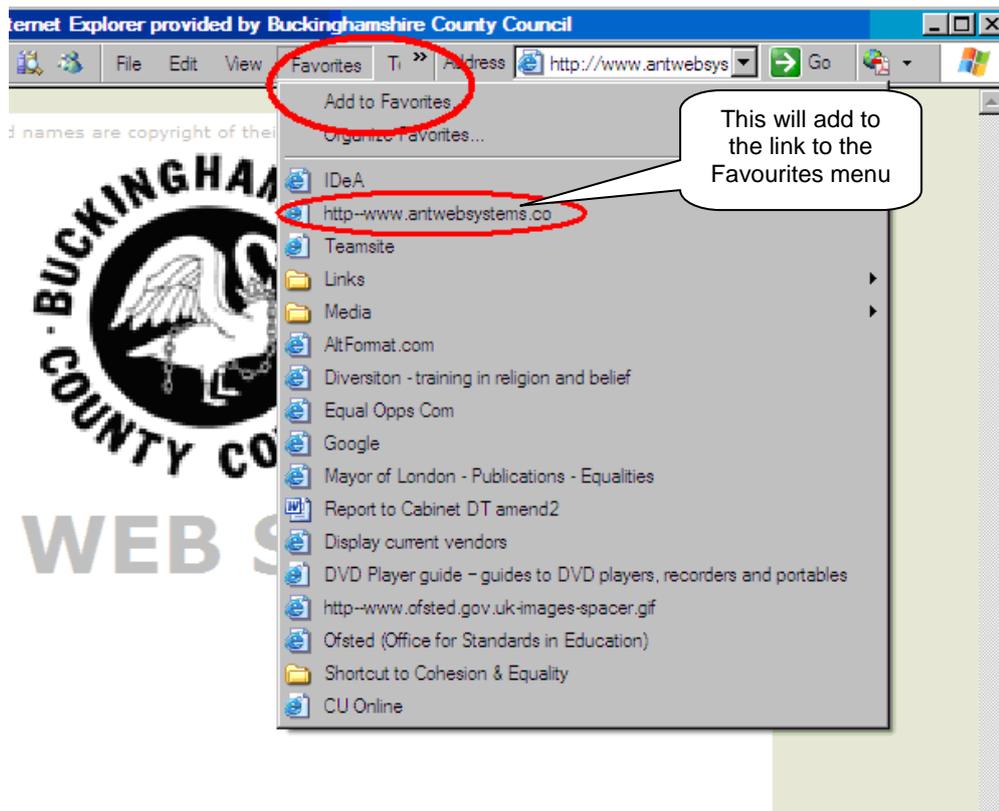
3.   Logging On

When you open the web form you will reach this page

Enter your username and password and press 'Login'.
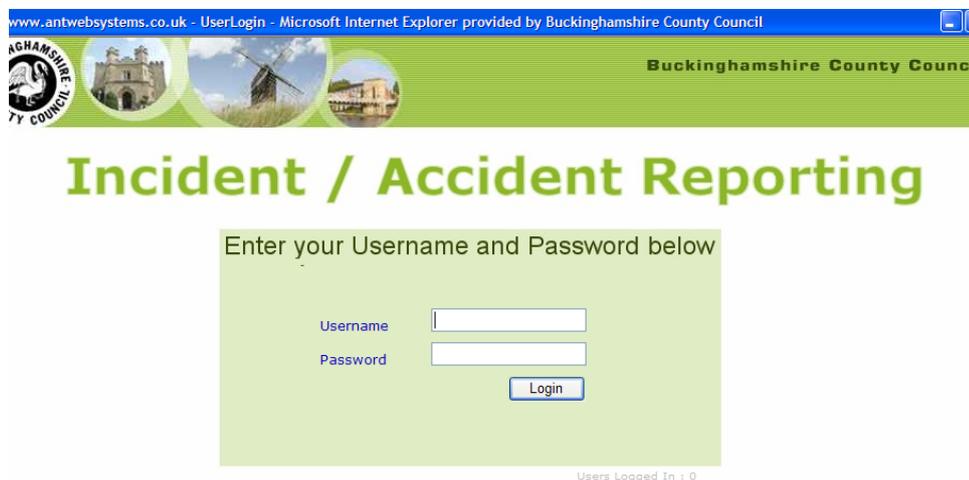
Usernames and passwords remain the same as those provided by Buckinghamshire County Council for Health & Safety Reporting.

If you maximise this page to fill the whole screen you may find the format corrupts (as below).
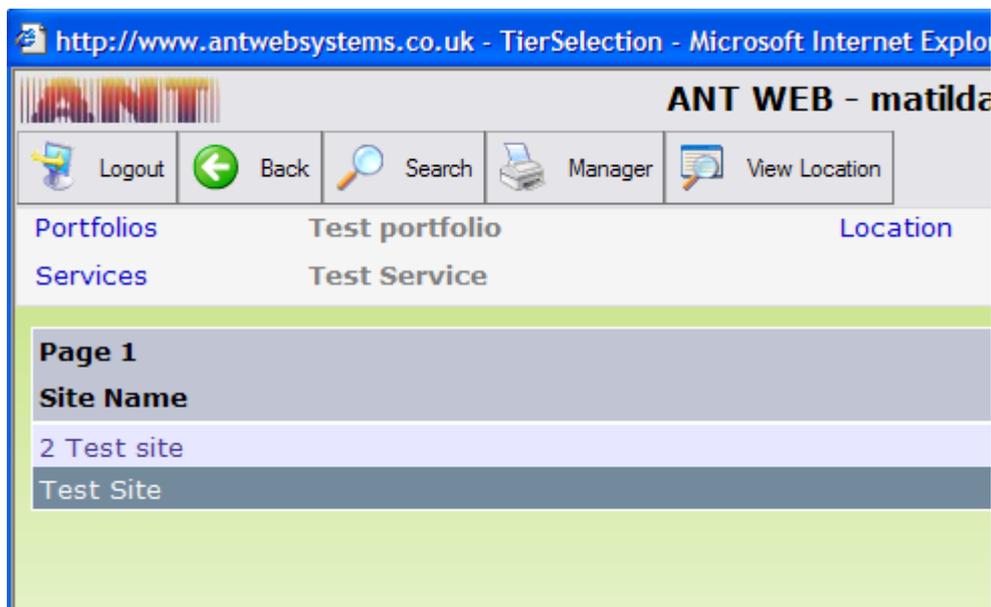
To solve this press on the 'RESTORE DOWN' button at the top of the window (see below)

4.   Selecting your site

If you only have one site you will be taken directly to this – if you have more than one site, the page will display list site name options.

Select the site name to report against

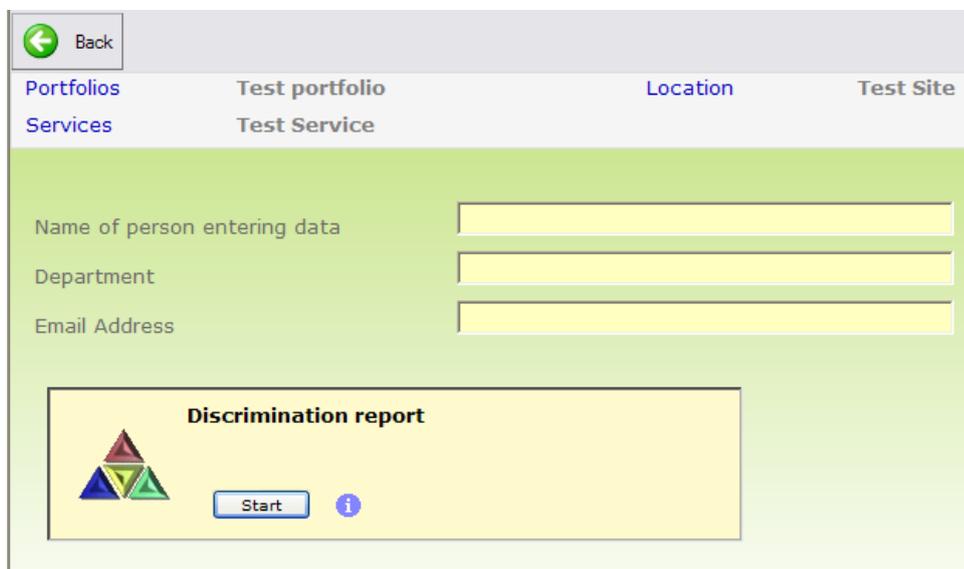The click the Accras triangle to continue

> **NIL RETURNS** SHOULD BE ADVISED VIA EMAIL TO
> POLICYUNITCYP@BUCKSCC.GOV.UK AT THE END OF EACH TERM

5.   Logging a new incident

Complete the top 3 boxes by filling in your name, department and email address

Click on **START** in the *DISCRIMINATION REPORT* box

To enter a new record click on **NEW** (towards the right hand side of the screen

You will then be taken through a series of screens which allow you to fill in the incident details.

In some cases you will be able to select an answer from a drop down menu. In others you will need to type in your answer.

Please include as much detail as known

NOTE: It is <u>not mandatory</u> to include personal details of those involved – reporting remains focussed on non-identifying elements (age, race, gender etc.)

After completing each screen press the green **NEXT** button at the top of the page to move onto the next one.

Sometimes you will not be able to answer a question as you might not know the answer. In this case just leave it **blank**.

Some questions are compulsory and these show as orange (shown below). If you do not know the answer to one of these questions then you will need to select **'NOT KNOWN'** from the drop down menu in order to continue. You will not be able to leave these questions blank.

The final screens have additional information boxes to add any further details.

These should be used for any information/details that have not already been covered in the report, and/or to clarify any issues.

When you have finished entering all the details, click on the green tick at the top of the page.
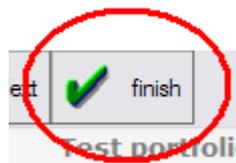
Please include as much detail as known

Reporting Racist Incidents is no longer a Statutory Obligation, however, Good Practice is to report all types of Discriminatory Incidents that occur to evidence that you are complying with the Equality Act 2010.
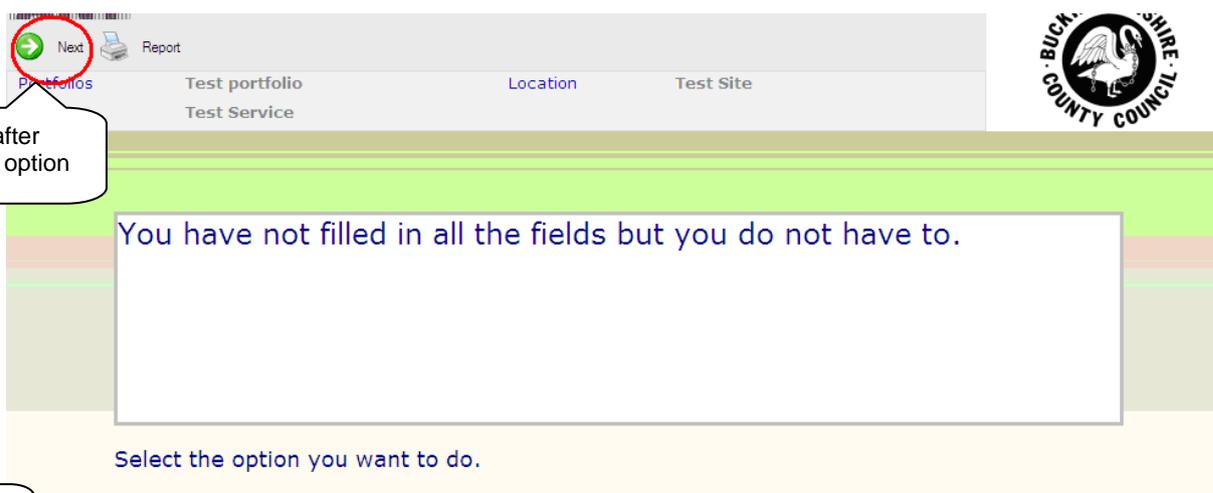
6. Submitting or saving a report

The next screen will give you a set of options.

If you have not filled in all of the compulsory fields you will be prompted to do so. Otherwise you will have the option of:

- submitting the report for verification
- returning to it to add more information
- saving it to finish later
- abandoning the record

Select an option and click on the **NEXT** button at the top of the page.

If you store the record to complete at a later date (option 2), when you log into the system again your record will appear on the screen (as shown below). Continue working on it by clicking on the record.

7. Viewing a submitted report

To view a submitted report, click on the desired record and then clicking on **VIEW** towards the right hand side of the page
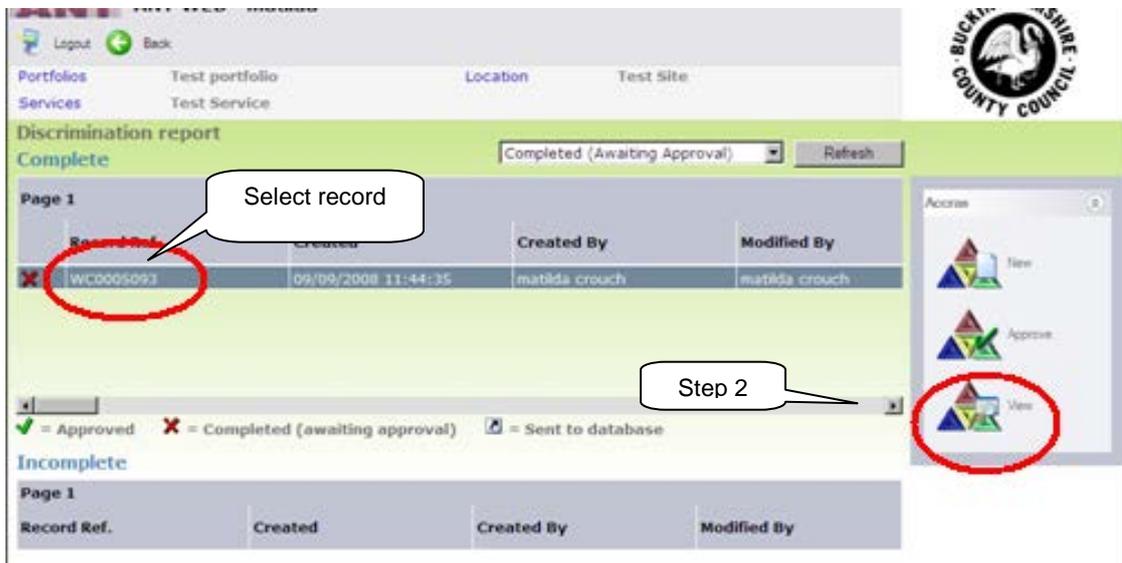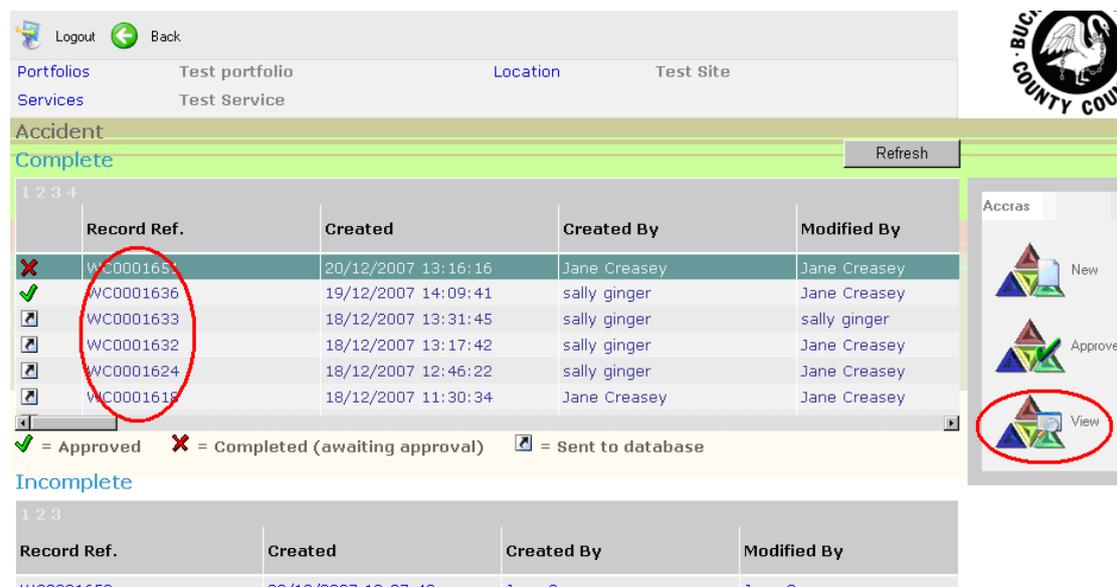

Once a report is submitted, the administrator who has entered the record
- can view a record
- cannot change a record

8. Printing a report

You can view and print details of a report from the main reports screen (shown below)

Click the report you want to view / print and then click **VIEW**. Then select the print report icon. This takes you to a pdf document that you can print on the normal way.

Use the back button to return to the main screen

9. Approvers Guide

Once the administrator has submitted the report it will be sent to the approver for verification.

The approver should log onto the system following the instructions 1 – 3 (above) until they reach the following screen (below).

Any reports that need approving appear in the top half of the screen with a red cross next to them. You can change what you see in the top half of the screen by selecting from the drop down menu. You can view reports awaiting approval, approved reports or all reports.

Incomplete reports are shown at the bottom of the screen. These are reports that have been entered but not submitted for approval. You may wish to follow these up with the person who created them to ensure they are completed.

Approving a submitted report
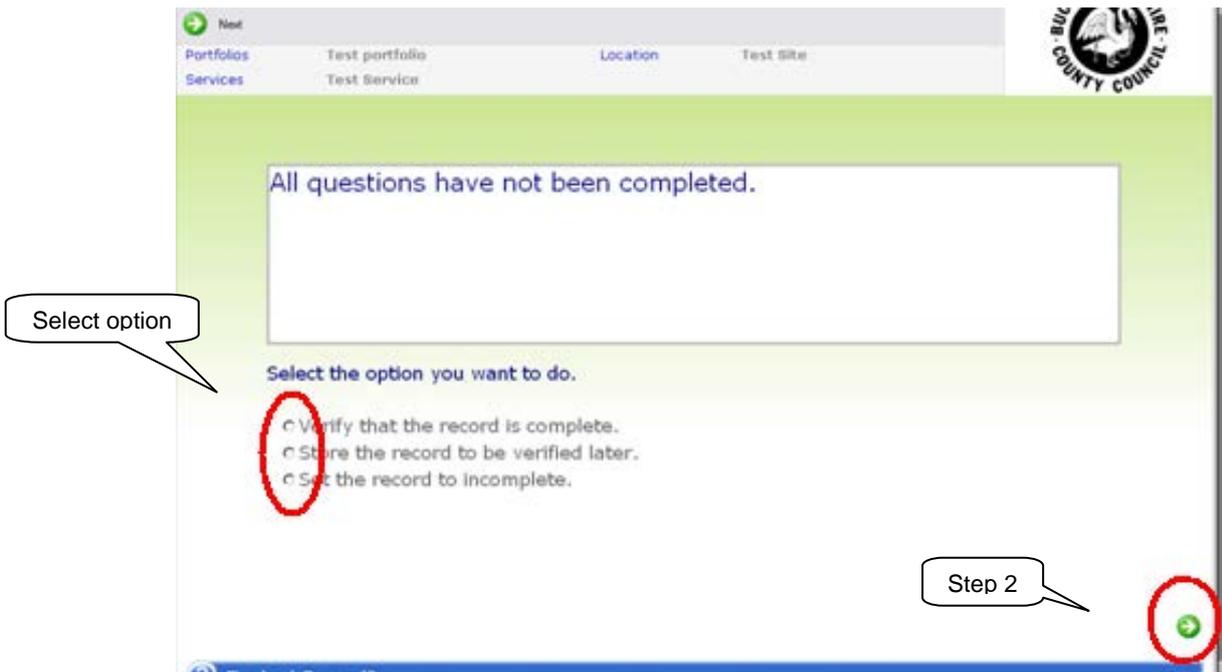
Select the report to be approved by clicking on it and then click **APPROVE**

You will be asked to review each page of the report. To move through the pages click the forward arrow.

When you have reviewed the report you will be asked to:
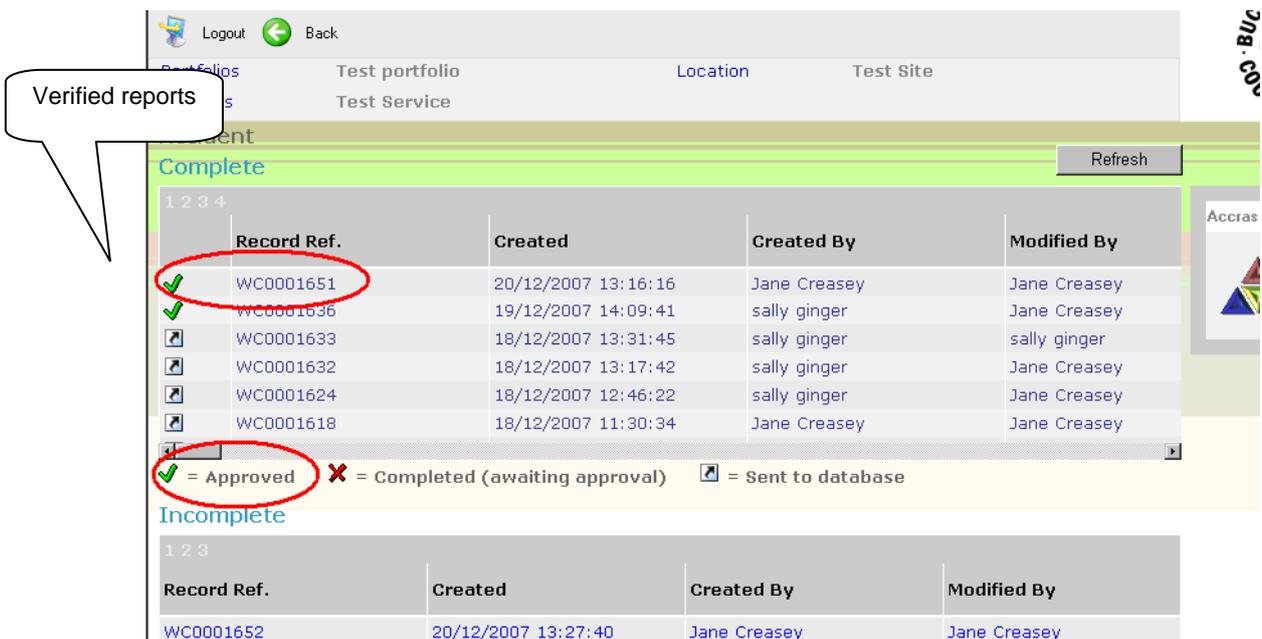- verify the report
- store it for later
- set the record to incomplete.

Tick the option you want then press the forward arrow.

Select option

All questions have not been completed.

Select the option you want to do.

○ Verify that the record is complete.
○ Store the record to be verified later.
○ Set the record to incomplete.

Step 2

You then return to the report selection screen (shown below)

Verified reports will have a green tick

Verified reports

Logout Back

Portfolios   Test portfolio   Location   Test Site
Services   Test Service

Complete   Refresh

Accras

1 2 3 4

	Record Ref.	Created	Created By	Modified By
✓	WC0001651	20/12/2007 13:16:16	Jane Creasey	Jane Creasey
✓	WC0001636	19/12/2007 14:09:41	sally ginger	Jane Creasey
⬀	WC0001633	18/12/2007 13:31:45	sally ginger	sally ginger
⬀	WC0001632	18/12/2007 13:17:42	sally ginger	Jane Creasey
⬀	WC0001624	18/12/2007 12:46:22	sally ginger	Jane Creasey
⬀	WC0001618	18/12/2007 11:30:34	Jane Creasey	Jane Creasey

✓ = Approved   ✗ = Completed (awaiting approval)   ⬀ = Sent to database

Incomplete

1 2 3

Record Ref.	Created	Created By	Modified By
WC0001652	20/12/2007 13:27:40	Jane Creasey	Jane Creasey

ALL VERIFIED REPORTS ARE AUTOMATICALLY UPLOADED TO THE MAIN ADMINISTRATION SYSTEM – NO PHYSICAL REPORTING OF INCIDENTS ARE REQUIRED [IE SENDING TERMLY REPORTS] AS DATA IS ACCESSED DIRECTLY THROUGH THE SYSTEM.

NIL RETURNS SHOULD BE ADVISED VIA EMAIL TO YTHOMAS'BUCKSCC.GOV.UK AT THE END OF EACH TERM.

10. Contacts

LOG-IN & PASSWORD QUERIES

HEALTH & SAFETY BUSINESS SUPPORT:

PROCESS

HEAD OF EQUALITIES: Yvette Thomas   YTHOMAS@BUCKSCC.GOV.UK

                       PHONE::01296 382461

TECHNICAL TROUBLESHOOTING

COMMUNITIES AND LOCALITIES TEAM
NEW COUNTY OFFICES   PHONE: 01296 382 756

11. Reporting via the Contact Centre

Please note that if you are used to reporting Health & Safety Incidents and Accidents via the Contact Centre, you can also use the same process to report Discriminatory Incidents.

Discriminatory Incidents can be reported through the Contact Centre by calling:

0845 3708090

The RACIST INCIDENTS MONITORING SHEET (Paper form for recording Racist Incidents) can still be used within your school for convenience purposes should you wish to do so, however, **no reporting on Paper Format return will be accepted**, with effect from 01 September 2009.