

## Individual Pupil Wellbeing & Safeguarding Record

Riverside International Academy, Sharjah — prepared for inspection on request

The complete safeguarding arc for one pupil, on a single continuous record — the view a reviewer sees when following one child end-to-end under Performance Standard 5: concern raised, case opened, work logged, case closed, impact evidenced, with named adults and timestamps throughout. Pupil-voice and staff-observed concerns feed the same record, the same safeguarding lead, the same workflow.

*This example is redacted to a real-shape anonymised case. In the live system the pupil is identified to authorised staff only, through a unique code — Lumii holds no name, account or personal identifier.*

### Pupil record summary

Field	Detail
<b>Pupil reference</b>	Redacted (unique code held by authorised staff)
<b>Year group / phase</b>	Primary — KS2 (Cycle 2)
<b>Record opened</b>	Term 1 (first concern); active case this term
<b>Current status</b>	Closed — pastoral plan continuing
<b>Concerns this year</b>	3 (1 reached safeguarding tier)
<b>Named safeguarding lead</b>	Authorised staff member

### The arc at a glance

Stage	Outcome
<b>Entry route</b>	Pupil voice — Lumii surfaced a chat
<b>Initial tier</b>	Red
<b>Time to safeguarding-lead acknowledgement</b>	8 minutes
<b>Actions logged</b>	Counsellor 1:1, parent contact, HoY review
<b>Case duration</b>	22 days
<b>Exit register</b>	Green (stable across recent engagement)

**01 CASE-MANAGEMENT LOG: EVERY CONCERN THIS YEAR**

The pupil's full safeguarding history – all routes, all tiers, including concerns that needed no further action. This is the one-screen view a reviewer sees, not a single curated case. Each row links to a timestamped, named audit trail.

Date	Concern (summary)	Route	Tier	Status
<b>Term 1, wk 3</b>	Settling difficulty after move to new class	Staff observation	Amber	Closed – no further action
<b>Term 1, wk 9</b>	Low-mood language in journal over two weeks	Pupil voice	Amber	Closed – monitored, eased
<b>Term 2, Day 1</b>	Grief / caregiver illness (“nanny has cancer”)	Pupil voice	Red	Closed – pastoral plan continuing
<b>Term 2, Day 8</b>	Follow-up check-in flag (linked to Day 1 case)	Pupil voice	Amber	Closed – within Day 1 case

*Three distinct concerns this year; one reached the safeguarding tier (Red). All held against a single continuous record. The detailed lifecycle of the Red case follows.*

## 02 HOW THE SAFEGUARDING CONCERN MOVED THROUGH THE SYSTEM

The same five steps apply to every case, whatever the entry route. Every entry is timestamped and signed by a named adult.

### Step 1 – Concern raised

Day 1, 11:15. Pupil sends a chat to Lumii: “my nanny has cancer and it makes me sad because its never been this bad”. The system assigns a Red flag with a reasoning note: deep sadness and worry over caregiver illness; grief signal carried; prior pattern of low-mood language in the last fortnight.

### Step 2 – Case created

Day 1, 11:19 (four minutes later). Case auto-created, classified Red / Wellbeing, assigned to the school's safeguarding lead. Safeguarding lead notified.

### Step 3 – Safeguarding lead works through

When	What happened	Logged by
Day 1, 11:23	Safeguarding lead acknowledged the case (8 minutes from chat)	safeguarding lead
Day 1, 11:41	Counsellor 1:1 arranged for same day; action logged	safeguarding lead
Day 1, 14:30	Counsellor 1:1 conducted; notes added	Counsellor
Day 1, 15:15	Parent contacted; conversation summarised in case notes	safeguarding lead
Day 4	Counsellor follow-up logged	Counsellor
Day 14	Safeguarding-lead review with Head of Year; pastoral plan continues	Safeguarding lead / HoY

### Step 4 – Case closed

Day 22. Closure reason logged: pupil presenting stabilised affect across recent engagement; acute concern resolved; family supported via counsellor referral; ongoing pastoral plan continues; continue monitoring. Full closure notes held in the audit trail.

### Step 5 – Impact: what changed

What a reviewer weighs most heavily – not that action was taken, but that it changed something. Read against the Day 1 starting point: a Red flag carrying grief and sustained low mood.

Measure	Starting point (Day 1)	By case close (Day 22)
Chat register	Red – grief, low mood	Green – stable
Low-mood theme	Present, two-week pattern	Cleared; not recurring
Positive staff observations	0	3 logged in three weeks

Measure	Starting point (Day 1)	By case close (Day 22)
Platform engagement	At risk	Sustained throughout

### Pupil voice on Lumii

When	What happened	Logged by
Day 1	Red – grief and sadness	Pupil voice
Days 2–6	Mixed Amber / Green; sadness theme easing	Pupil voice
Day 7	Journal entry, Green – “i feel a bit better today”	Pupil voice
Days 8–22	Predominantly Green; creative formats again; no further flags	Pupil voice

### Staff observations on the same record

When	What happened	Logged by
Day 2	“Settled this morning. Sat with usual friends at break.”	Class teacher
Day 10	“Engaging well in maths today. Good progress on group task.”	Class teacher
Day 18	“Participated in form discussion. Smiling.”	Form tutor

Read together: the chat register shifted from Red to Green over seven days; three positive teacher observations were logged within three weeks; the pupil sustained engagement throughout – the platform retained its trust. The case-management record holds the whole arc.

**03 WHAT THIS RECORD DEMONSTRATES TO A REVIEWER**

A single pupil record answers several framework questions at once. The table states which, and what the reviewer can verify from this one case.

Framework area	What this record shows
<b>PS5.1 – child protection / safeguarding</b>	A concern was identified early, escalated to a named safeguarding lead, and actioned the same session.
<b>PS5.2 – care and support</b>	The pupil knew where to turn; the school tracked wellbeing and acted to improve the outcome.
<b>PS5.2 – care and support (outcomes)</b>	The pupil chose to express distress in their own words and returned to the platform throughout.
<b>PS2 / PS6 – stakeholders heard</b>	Counsellor, parent and Head of Year were all brought in, each contact logged.
<b>PS6 – leaders use data</b>	Decisions were evidence-based and auditable, with timestamps and named owners at every step.

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