



EduPod™
The All-in-One
Platform for Mental
Health Leads
in Schools



powered by
innovatingminds

EduPod Guide

EduPod is a new way for mental health leads to plan, manage and evaluate their journey to create happy and mentally healthy environments for the whole school community.



Initial Audit

This is the very start of your journey to developing your whole school approach to mental health.

This video may be helpful as you start your journey

How to create your initial audit

1. Click self-assessment Audit (Image 1)
2. Click Create Assessment
3. Complete your assessment details and click save (Image 2)
4. To download your audit click "Download Audit" from within the audit you wish to download. This will then automatically download in a new tab as a PDF File (Image 3)
5. Click School current statistics and complete the data requested. Click save. (image 4)

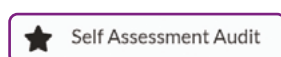


Image 1



Assessment Name
Name of assessment

Assessment Description
In not more than 150 words please offer more information about this assessment

Assessment Start Date
dd/mm/yyyy

Assessment End Date
dd/mm/yyyy

Image 2



Image 3

School Current Statistics

Complete current statistics of the current status of your school

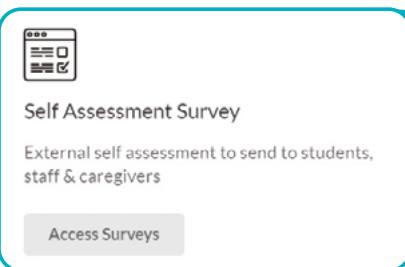
In Progress

Image 4

Self-Assessment Surveys

Sending out Surveys

1. Click Access Surveys on Self-Assessment Survey box.
2. Select and send out the desired survey electronically via email, text etc.
3. All submitted data will automatically collate into your EduPod Dashboard and reports section.



Accessing your survey results

1. Click dashboard and report.
2. Click the Audit you wish to view the survey results for
3. Scroll down and you will see assessment survey results.
4. The table compares your self-assessment audit to your assessment responses. With regards to being rated as "no evidence" "some evidence" or "strong evidence". It is outlines across all 5 principles for all assessment responses within this audit (Image 1)
5. If you wish then to view each principle in more detail or each question within each principle, scroll to the top of the page to see principles map (Image 2). Click the principle you wish to view. When you scroll down you will then see assessment responses for each question within this principle.

Principle	Self Assessment	Primary Students	Secondary Students	SEN	Staff
Readiness & Motivation	Strong Evidence	n/a	No Evidence	Strong Evidence	Strong Evidence
Leadership & Strategy	Some Evidence	n/a	No Evidence	Some Evidence	No Evidence
Working Together	No Evidence	n/a	Some Evidence	Some Evidence	Some Evidence
Staff Support & Development	No Evidence	n/a	Some Evidence	Strong Evidence	No Evidence
Student Support	No Evidence	n/a	Some Evidence	Strong Evidence	Some Evidence

Image 1

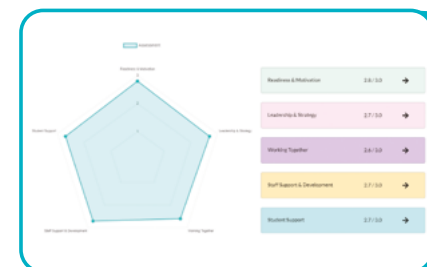


Image 2

Phase 1

Meeting the DfE Requirements

In order to be signed off for the DfE requirements you need to complete both your self-assessment audit and action plan (only applies to DfE funded trainee's / EduPod users).

"Action plans are devised by professionals based on your self-assessment audit tool results. Monitor actions, tasks, and to-dos in one place"

Self Assessment Audit

1. Click your already created Self-Assessment Audit. Click into each of the 5 principles (Image 1)
2. Rate yourself across all of the statements within each principle (Image 2)
3. Add notes to each of the statements to outline your reasons and provide an insight into what this looks like in practice (highlighted in Image 2).

★ Self Assessment Audit

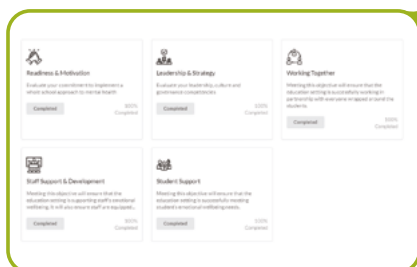


Image 1

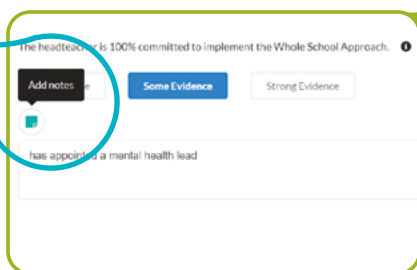


Image 2

"A logical and responsive prescriptive self-assessment tool bringing together professional clinical experience, with PHE and DfE recommendations."

Action Plans

1. Click Action Plan. Click relevant Audit.
2. Create your action tasks: "Add Task" You can either create your own (Create task) or click recommended tasks. This will generate tasks based on your self-assessment audit. Select add to list for those you wish to add to your action plan. Minimum of 3 no more than 5. (Image 1)
3. When created or added to your list, click into them individually.
4. Scroll down to notes. Add notes which refer back to the action steps.

☰ Action Plans

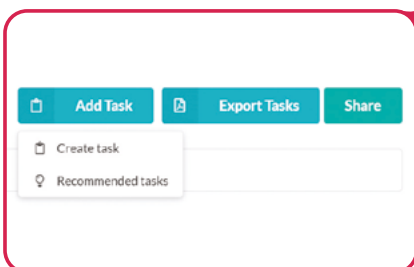


Image 1

Please note: Your action tasks do not need to be marked complete in order to be signed off. They can be "in pending". Justify this within your notes and outline progress so far and next steps.

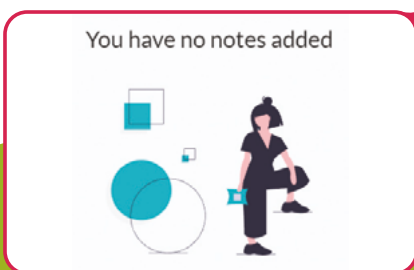


Image 2



Phase 2

Long-term Sustainability

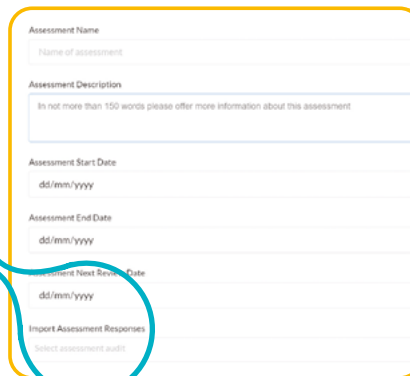
This Phase is when EduPod really comes to life. The core focus in phase 2 is the long-term sustainability of your approach and strategy. You will work on how to embed EduPod into your pre-existing school systems to ensure it enables you to record key data to present information to Ofsted, governors, and senior leaders on the impact of creating, developing, and embedding your whole school approach to mental health.

1. Create your second Audit. Click Self-Assessment Audit and Create Assessment (Image 1)
2. Complete the details as you did in your initial audit (Image 2)
3. Import your responses from your initial audit (highlighted in Image 2)
4. Complete phase 1 again only to add and review your previous audit.

★ Self Assessment Audit

Image 1

Create Assessment 



Assessment Name
Name of assessment

Assessment Description
Is not more than 150 words please offer more information about this assessment

Assessment Start Date
dd/mm/yyyy

Assessment End Date
dd/mm/yyyy

Assessment Next Review Date
dd/mm/yyyy

Import Assessment Responses
Select assessment audit

Image 2



Phase 2

Assessment Reports and Impact Data

Your dashboard and reports tab will allow you to compare your audits to access progress data and monitor impact.

Assessment Reports

1. Click Dashboard and Reports
2. Click add self-assessment audit (Image 1)
3. Select the audits you wish to compare (Image 1)
4. Click the blue compare button.
5. You will now be shown a comparative view of all your collated data (Images 2 and 3)

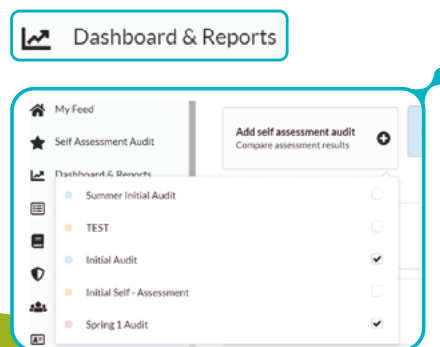


Image 1

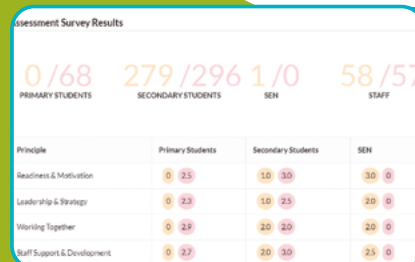


Image 2



Image 3

Impact Data

1. Click Dashboard and Reports
2. Click Impact data (highlighted Image 1)
3. Click Select completed self-assessment audit
4. Select the Audits you wish to compare
5. Click show impact report
6. You will now be shown a comparative view of your impact data (Image 2)

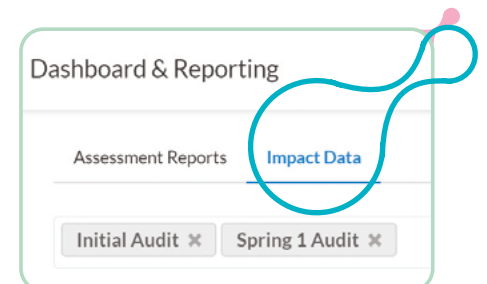


Image 1



Image 2



Downloading your Action Plan

To download your action plan into a PDF format:

1. Select the action plan you wish to download from the action plan tab.
2. At the top right click "Export Tasks" (highlighted Images 1)
3. Select the action tasks you wish to download (highlighted Image 1)
4. Click "Start Export" when you have chosen the action tasks you wish to download (Image 2)
5. Your download will automatically start in a new browser tab and download straight to your desktop as a PDF File (Image 3).

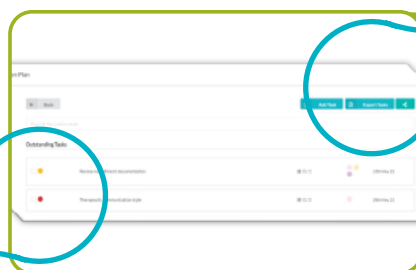


Image 1

Start Export (1)

Image 2



Image 3

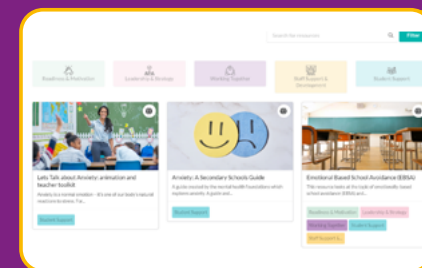
Other EduPod Features

200+ Professional Learning Resources

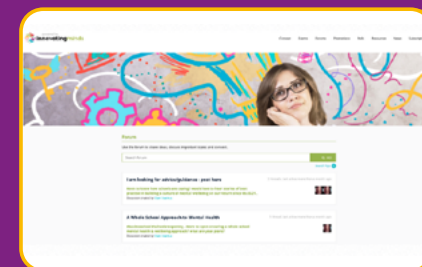
Our resources are prepared, written, recorded and produced by clinical psychologists - the professionals which are often thought to be expensive and out of reach.

- A library of evidence-based resources;
- Created by otherwise hard-to-reach experts and professionals;
- Includes video, PowerPoint, leaflets, classroom activities;
- Resources to help implement action plans;
- Best practice and recommendations.

Learning Resources



Community Forum



Online Community Forum

Connect with Mental Health Leads nationally to connect, share and support each other to implement the whole school approach to mental health and wellbeing.

Accreditation Process

The following video will outline the accreditation process step-by-step for you as a guide to completing your application:

Click here

The Award Criteria

The award criteria is based upon implementing the principles within the self-assessment audit tool on EduPod.

The self-assessment audit tool brings together the recommendations from Public Health England, Department of Education and our own clinical expertise to enable schools to implement best practice.

The award process includes a self-assessment followed by a review and ratification from Innovating Minds. In addition, we will randomly select schools to visit as part of the assessment process.



To apply for an accreditation:

1. Click Accreditation
2. Click the blue "Start Application" button
3. Review the criteria and select the award you wish to apply for.
4. Click the blue "Continue application" button
5. Read the Overview information and click Start application
6. Complete all of the relevant information for your application, including School information, assessment principles (ensuring you add evidence) and finally confirmation.
7. Submit your application and await your feedback response.
8. Once approved be sure to purchase your plaque alongside our official Kitemark which will be emailed to you.



Help Center

You can access additional information, support, and guidance both on the website below or through the help center which is accessible through your EduPod account.

<https://www.myedupod.com/services>

Alternatively, you can contact our Education Mental Health Lead Manager Tanya Birch. Tanya is our SMHL specialist with a core focus of your Journey in EduPod. You can book directly into her calendar here:

<https://meetings.hubspot.com/tanya-birch>



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