

# Setup Behaviour Referrals

Behaviour referrals are used to send a single behaviour incident to another member of staff.

Referrals should only be used if the recipient is expected to take further action such as adding a detention or changing the outcome of the behaviour incident.

If you want to send alerts to staff about behaviour incidents for information only, see the [Setup notifications for behaviour](#) guide.

Recipients for behaviour referrals are shown on the **Referrals** tab when adding a behaviour incident.

**Behaviour entry**

Behaviour	Referrals	Comments	Detentions	Removals	On Report

**Referrals**

Select	Name	Notice	Email	SMS
<input type="checkbox"/>	Registration Tutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Head of Subject	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Head of Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Head of Year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Add**

**View History**      **Accept**      **Cancel**

PARS can be configured so that referrals can be selected by staff at their own discretion, or only when certain behaviour incidents are added.

## Adding Staff to the Referral List

Go to **Main menu > Behaviour > Configure > Behaviour referrals**

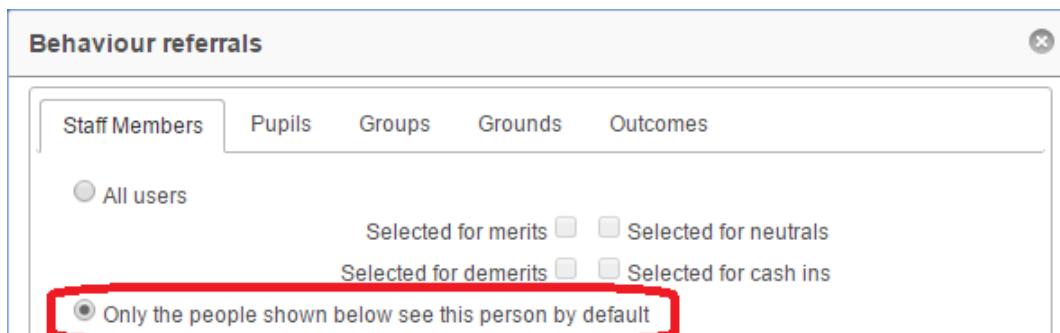
This is the page used to configure behaviour referrals. Click the **Add staff type** button to add a new type of staff member. There are various types, such as Registration Tutor.

*When referrals are sent to types of staff, PARS will work out who the correct staff member is based on the Pastoral Structure in SIMS, unless the recipient is Head of Subject or Head of Faculty. These staff are taken from PARS via: **Main menu > System management > Subject leaders**.*

You can also add specific staff members using the **Add** button. This will open a window where you can select staff members.

*By default there will be two types of staff on the referral list that cannot be deleted; Form supervisor and All teachers of selected pupil (s). The Form supervisor is not the registration tutor, it is a Supervisor, Pastoral Manager or Joint Main Supervisor from the Pastoral Structure.*

Staff can be hidden from the referral list by selecting them using the circular buttons on the left of the page then click the **Edit** button. Select the **Only the people shown below see this person by default** option to hide the staff member.



## Automatic Referrals

Referrals can be automatically sent for certain behaviour incidents. First, using the circular buttons on the left of the page, select the staff member or type who should automatically receive behaviour referrals. Next click the **Edit** button.

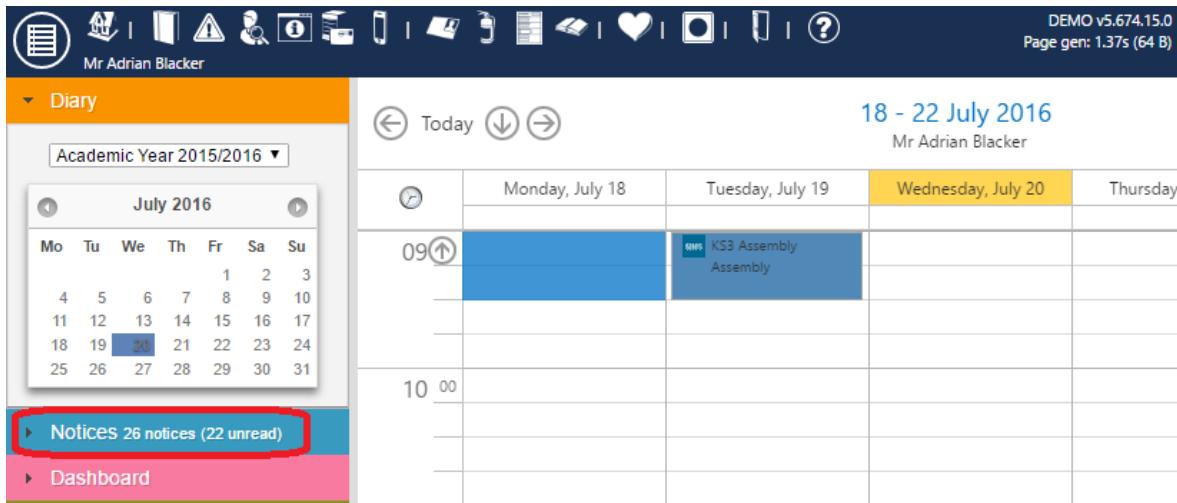
Click on the **Grounds** or **Outcomes** tab at the top of the window and select any grounds or outcomes for which you want referrals to be sent automatically. Whenever a behaviour incident is added using one of these grounds/outcomes, the staff member will automatically be selected on the referral list (and cannot be deselected). This will happen even if the staff member has been hidden from the referral list (see previous page for details about hiding staff from the referral list).

## Receiving Behaviour Referrals

Behaviour referrals will always be visible on the following page:

**Main menu > Behaviour > Referrals > Collect behaviour referrals**

Referrals may also be sent as Notices or via email. Notices can be accessed via the Notices section on the Home Page.



The screenshot shows the TASC Software interface. At the top, there is a toolbar with various icons. On the right, it says "DEMO v5.674.15.0" and "Page gen: 1.37s (64 B)". Below the toolbar, the user "Mr Adrian Blacker" is logged in. The main area is titled "Diary" and shows the "Academic Year 2015/2016". A calendar for July 2016 is displayed, with the 20th highlighted. To the right, a list of events for July 18-22, 2016, is shown. One event on July 20 is labeled "KS3 Assembly". At the bottom left, a pink bar contains links for "Notices 26 notices (22 unread)" (which is circled in red) and "Dashboard".

To configure PARS so that referrals are also sent as emails, go to:

**Main menu > System management > Preferences**

In the **Notices** section enable the **Send an email where possible when sending all notices** option.

This will force all PARS notices to also send as emails.

Next go to the **Email** section and ensure that the correct SMTP details have been entered. Click the

**Send test email** link to make sure that PARS is able to send emails.

Staff email addresses will also need to be listed in SIMS.