

Navigating the Compassionate Schools Hub

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This is a guide about how to navigate and access the public site of the Compassionate Schools Hub.

Top Bar Navigation



The top bar navigation can be found at the top of every page. It helps you to navigate to the different pages of the website, use light or dark mode, and sign in to your setting's unique account.

Welcome

This page introduces the Compassionate Schools Hub and the Lancashire Emotional Health and Wellbeing in Educational Settings Service (LEHWES).

Whole Setting Approach

This page explains the rationale and benefits to a setting implementing a whole setting approach to emotional health and mental wellbeing, as well as an introduction to compassion focussed approaches.

Compassionate Awards

This page provides useful information about the Compassionate School and College Awards, as well as the title of Compassionate Champion.

Community Scrapbook

The Community Scrapbook showcases case studies of best practice in implementing a whole setting approach to emotional health and mental wellbeing shared by other settings within Lancashire. This area allows you to browse approved entries to gain insights and inspiration.

If you want to share your own success story, you can submit an entry through your setting's unique account. Once approved, it will appear in the Community Scrapbook for others to view.

News and Events

This page is where you can learn about the latest news, events and developments from the LEHWES and the Compassionate Schools Hub.

Resources

This page contains a list of guidance and organisations that can help your setting implement a whole setting approach to emotional health. Relevant guidance is organised according to the

government's 8 principles of a whole setting approach to emotional health and mental wellbeing, and there is a directory of both national and local support organisations which is aligned to the THRIVE model.

Light and Dark Mode Button



You have the option to view the website in light or dark mode. If you click the sun button this will display the website in light mode. If you click the moon button this will display the website in dark mode.

Sign In Button

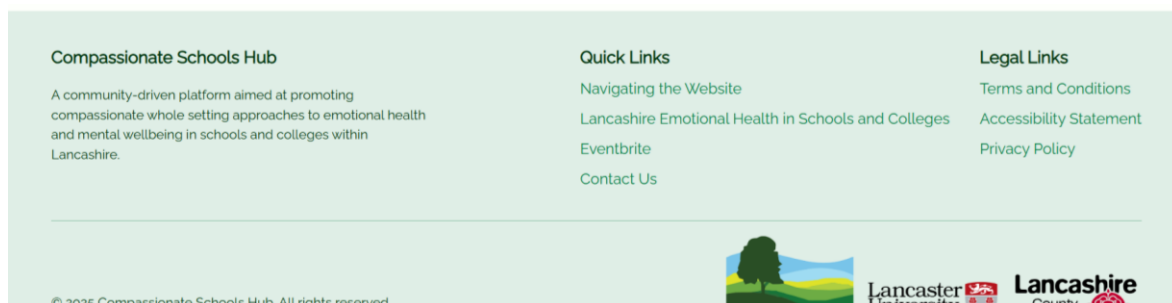


The Sign In button enables you to sign in to your setting's unique account.

Registering for and signing into your setting's unique account

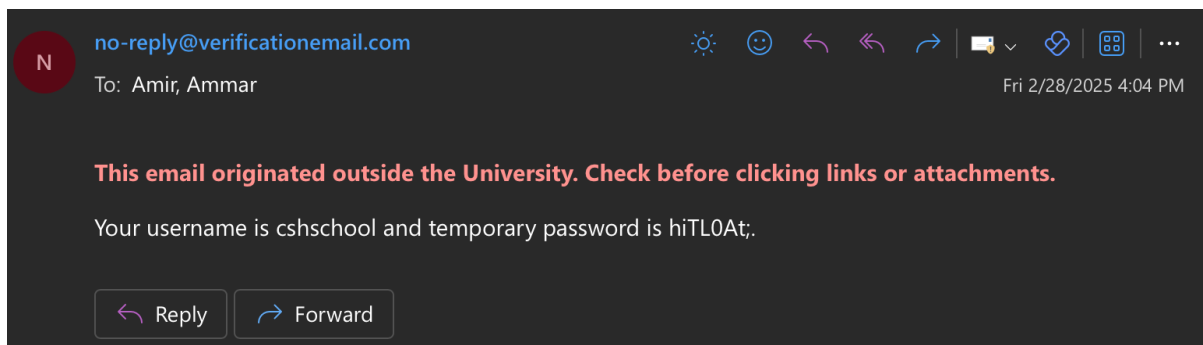
Registering for your setting's unique account

If you want to register for a password-protected unique account for your setting, you first need to contact the LEHWES using the Contact Us link found in the footer of the public website.



Once the LEHWES has approved an account, your setting will be issued with a URN number username and temporary password.

An email will be sent to your setting's email address (e.g. school office, head teacher). The email will contain the sign in details for your account stating the username and password. The username and password are case sensitive so ensure you copy them exactly as per the email.



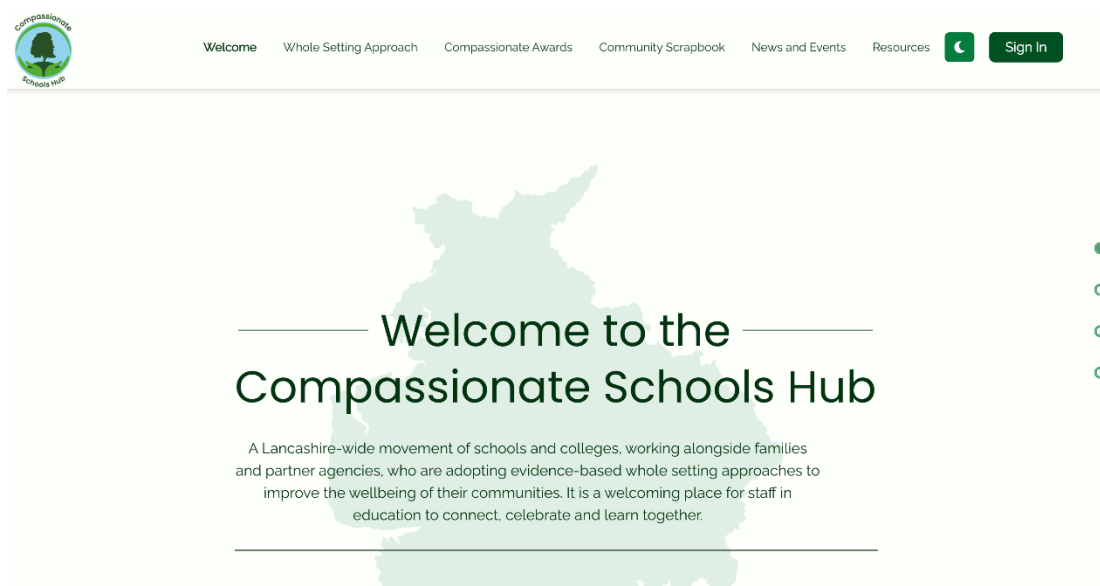
IMPORTANT: Please be advised the full-stop (.) at the end of the email is not part of the password.

This means the username and password in the above example is:

Username – cshschool

Temporary password – hiTL0At;

Signing into your setting's unique account for the first time



If you want to sign in to your setting's unique account for the first time, click the 'Sign In' button, located in the top right corner.

Enter the URN number username and temporary password that was sent to your setting's email account (e.g. school office, head teacher). The username and password are case sensitive so ensure you copy them exactly as per the email. If you want to see your password before continuing, click the eye.

Ensure you have read and ticked that you agree to the Terms and Conditions before proceeding.

After signing in, you will be prompted to reset the temporary password for the account. If you want to see your password before continuing, click the eye.

**Welcome to the
Compassionate Schools Hub**

Please update your contact details:
Your details will be recorded as the person assigned to your setting's
Compassionate Schools Hub account.

Full Name
John Doe

Job Role
Senior Mental Health Lead

Email Address
john@john.com

Complete

Once you have reset the account's password, you will be prompted to enter your contact details. Your details will be recorded as the person assigned to your setting's Compassionate Schools Hub account.

Once you have completed this information, you will be signed into your account. Once signed in, the Sign In button will change to Sign Out and when clicked will sign you out of your account.

Signing into your setting's unique account after the first time

If you want to sign in to your setting's unique account, click the 'Sign In' button, located in the top right corner. Enter your setting's URN number and password.

If you want to see your password before continuing, click the eye.

Ensure you have read and ticked that you agree to the Terms and Conditions before proceeding.

You will then be presented with a popup asking you to confirm your contact details. You can choose to click the Skip button to log into your account or the Update button to update your contact details.

If you click Update you will first be asked to confirm your password for security reasons. On pressing reset password, you will then be presented with a popup to enter your new contact details. Once you click the complete button, you will be signed into your account.

Welcome to the Compassionate Schools Hub

You will be able to update your contact details on the next page. Please first re-enter your password details here. You can use your existing password if you prefer.

Your password must:

- Be at least 8 characters long
- Contain at least one upper case letter
- Contain at least one lower case letter
- Contain at least one number
- Contain at least one special character

Current Password

Enter your current password

New Password

Enter a new password

Welcome to the Compassionate Schools Hub

Please update your contact details:

Your details will be recorded as the person assigned to your setting's Compassionate Schools Hub account.

Full Name

Full Name

Job Role

Job Role

Email Address

Email Address

Complete

Once signed in, this button will change to Sign Out and when clicked will sign you out of your account.

Forgot Setting URN Username or Password

Forgot Setting URN Username Process

If you have forgotten your setting's URN number, then please contact the LEHWES, using the Contact Us link found in the footer of the public website, who will be able to provide this information.

Compassionate Schools Hub

A community-driven platform aimed at promoting compassionate whole setting approaches to emotional health and mental wellbeing in schools and colleges within Lancashire.

Quick Links

[Navigating the Website](#)

[Lancashire Emotional Health in Schools and Colleges](#)

[Eventbrite](#)

[Contact Us](#)

Legal Links

[Terms and Conditions](#)

[Accessibility Statement](#)

[Privacy Policy](#)

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Forgot Password Process

If you have forgotten your password, you can click the 'Forgot password?' button.

Forgot Password

If you request to reset your password, this will be sent to the email address linked to your setting's account (e.g. school office) not your personal email address.

Setting URN Number

Setting URN Number

[Sign In](#)

Request a Password Reset

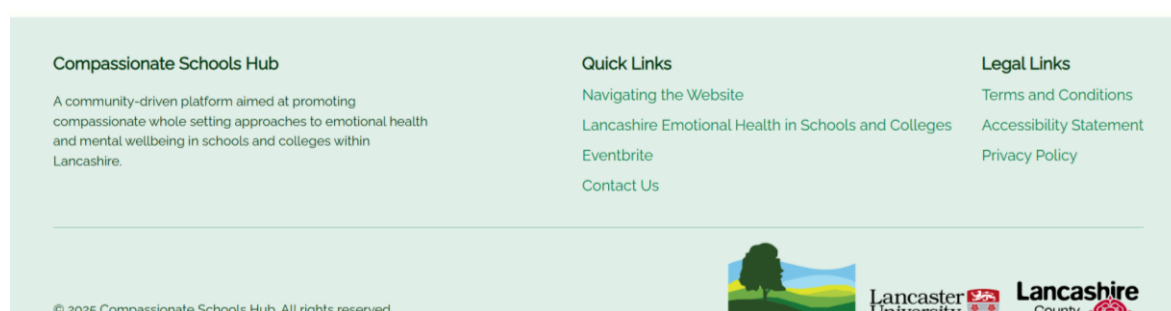
If you want to reset your password, enter your setting's URN username and click the Request Password Reset button.

Instructions to reset your password will be sent to the email address linked to your setting's account (e.g. school office, head teacher). Please be advised that these instructions will not be sent to your personal work email address.

If you need to find out what email address is linked to your setting's account, please contact the LEHWES using the Contact Us link found in the footer of the public website.

Footer

The footer can be found at the bottom of every page and provides relevant information and external links.



Navigating the Website

This is a guide about how to navigate and access the public site of the Compassionate Schools Hub.

Lancashire Emotional Health and Wellbeing in Educational Settings Service

Clicking on Lancashire Emotional Health and Wellbeing in Educational Settings Service will take you to the website for the service.

Eventbrite

Clicking on Eventbrite will take you to LEHWES's Eventbrite page where you can find information and book on to upcoming training events delivered by the service.

Contact Us

Clicking on Contact Us will take you to the contact us form. You can use this form to communicate with the LEHWES should you have any enquires or issues using the website.

Terms and Conditions

This provides the Terms and Conditions to use the public website and your setting's unique account.

Accessibility Statement

This provides the Accessibility Statement for the website.

Privacy Statement

This provides the privacy statement for how the website uses and collects your data.

