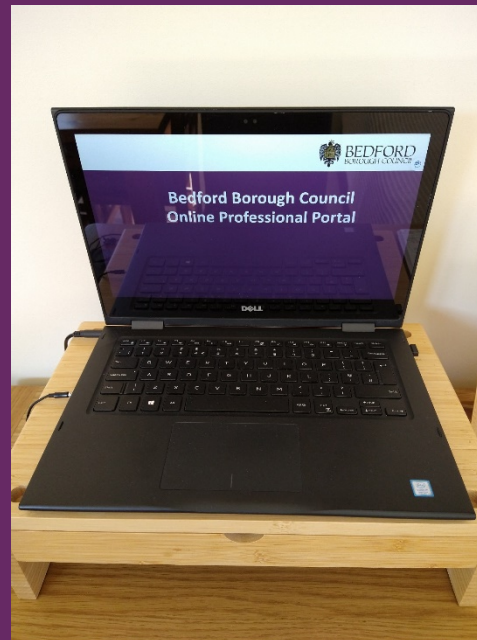# Liquid Logic Children's Portal

Referral Mini Guide

Accessing the Portal

- The portal can be accessed here: ehchildandfamilies.bedford.gov.uk

- But can also be found on the Council website.

- The portal has a few different options, however, this guide is to focus on making a referral.

Accessing the Portal

This is what the main page of the portal looks like:

You can click the report a concern about a child area, and can also find this in the professional area.

Report a Concern about a Child

The first option will take you straight through to the referral form, the second will give you additional option as below.

Again, we can click the Report a concern area, which will start the referral form.

Completing a Referral

- In the first section of the form you will be asked to say if you are a professional, family member or member of the public.

- The professional version asks for professional role and organisation name and address.

Completing a Referral

- The Family/ Public version of the form will ask you to specify your relationship to the family, if any.

Once this page is complete, in either instance, click next.

Next →

Consent Sharing

Professionals will have to complete a consent sharing section. Once completed click Next.

Login / Register

You will then be asked to log in or register to complete the rest of the form. Click Login or register.

Login or Register

← Previous

Next →

Print   Save for later   Close   Cancel

Next →

Your Account

If you already have an account you can click to add the details and then sign in, however, if this is the first time making a referral, click Register for new account.

Tasks

Once logged in you will see any new forms that have been delegated for you to complete. The blue box around the below children is to denote these are siblings and the form relates to both of them.

Click anywhere in the blue box to go to the form.

Bedford Borough Social Care Portal

Tasks

The following forms have been delegated to you to complete.

Currently Assigned Tasks	Recently Retracted Tasks	Recently Submitted Tasks

Task List

	Form Type	Name	▼Due Date	Comments
1	MASH Assessment	Teddy Test		
2	MASH Assessment	Tula Test		

Tasks Form

The form shown here is for a MASH assessment, however, this could be for a section in any form in the system. They will all work in the same way. In the MASH delegated forms there will be information about the child/ren and also why information is being requested.

Bedford Borough Social Care Portal

Task

0% complete

| 1 | Health |
| 2 | Supporting Documentation |

Name: Teddy Test   **DOB:** 05-Jul-2013
Address: 18 Preston Road, Bedford, MK40 4DX
Form Type: MASH Assessment

Required By: No due date specified
Sent By: Adam Auty
Department: EHM IT Services
Address: EHM IT Services

HEALTH

Contact Reason

Health visitor has raised concerns around neglect.

Answer for: ❓   Teddy Test   Tula Test

Childrens Services History

Register a New Account Step 1

For a new account add your name, then click next.

Register a New Account Step 2

Then add an email and password, password confirmation and then click next.

Home > Portal > Register a new account - step 1

Register a new account - step 2

Email address

Tilly.teacher@123scholl.com

Password

••••••••••••

Confirm password

••••••••••••

BACK   NEXT   CANCEL

Registration

You will then receive an email, this will have an eight digit code in and is used to verify that this is the correct email.

Enter the code and click next.

From: donotreply@bedford.gov.uk <donotreply@bedford.gov.uk>
Sent: Tuesday, May 11, 2021 4:08:13 PM
To: Tilly Teacher <Tilly.Teacher@123School.edu.uk >
Subject: Please verify your email address

Dear Tilly Teacher

Thank you for using Bedford Borough Online Services. Please enter the following code on the email verification page:

2832 6372

Kind regards

Bedford Borough Online Services

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again or **Please send me a new code** if you need another one.

If you can't find this email, it may be in your spam/junk email folder.

Code

63849481

BACK   NEXT   CANCEL   Please send me a new code

Completing a form

You will now be directed back to the form. Complete all the relevant details, ensure that the children are in the correct boxes, some referrals have come through previously with the professionals name in the child section.
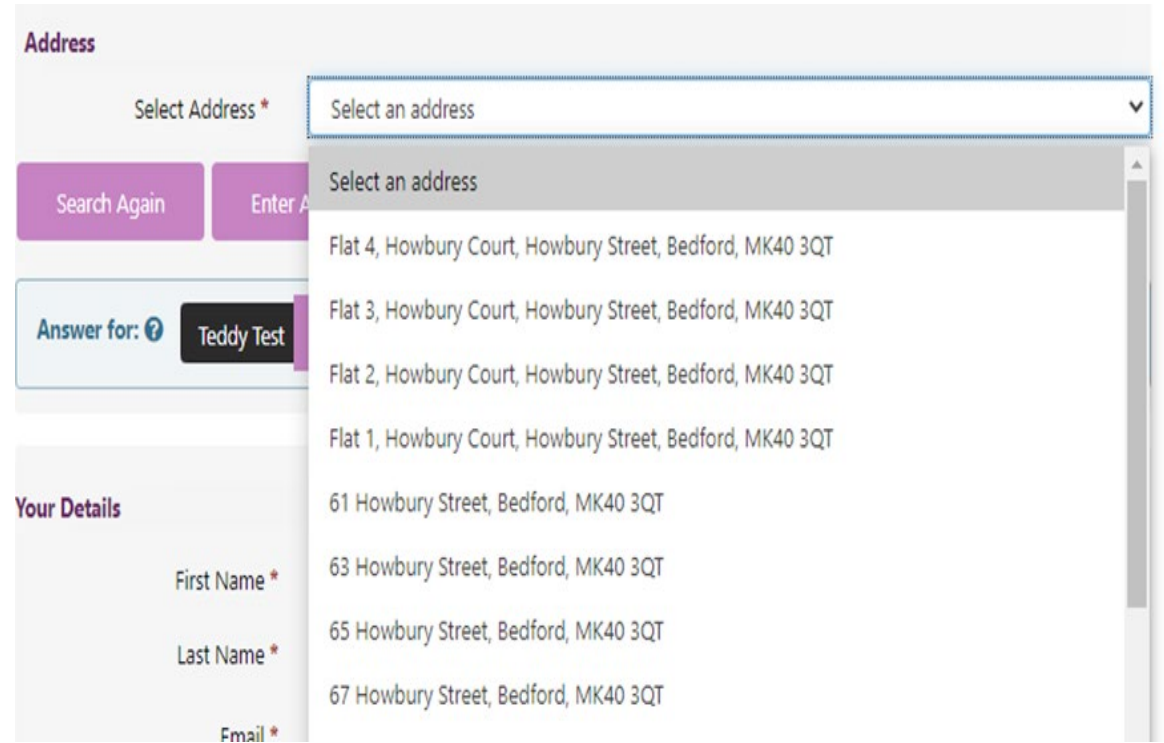
Address

From the address section add in the house number and postcode, then click find address. Once the list is pulled through select the correct address.

Address

This will now show as the child's address.

Ensure this is completed for each child that has been added to the referral and the select next.

Adding Family Members

You then get the option to add any other known family members, this is where you would add, mum, dad and any siblings not included in the referral. Click the plus symbol to add more relatives. Once all relatives and been added click the next button.

Referral

The next page is where you will add the detail of the referral. Once all information has been added then click next.

Referral

You will now be asked to upload any relevant documents, this could be written consent, and additional information that may support the referral etc. Click on upload document.
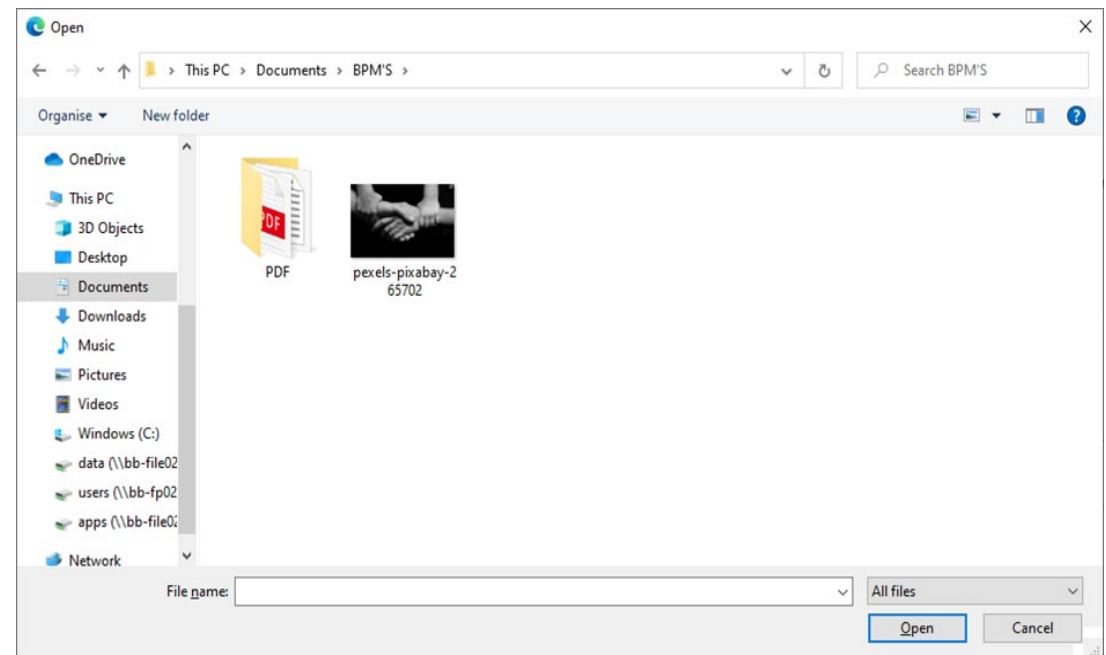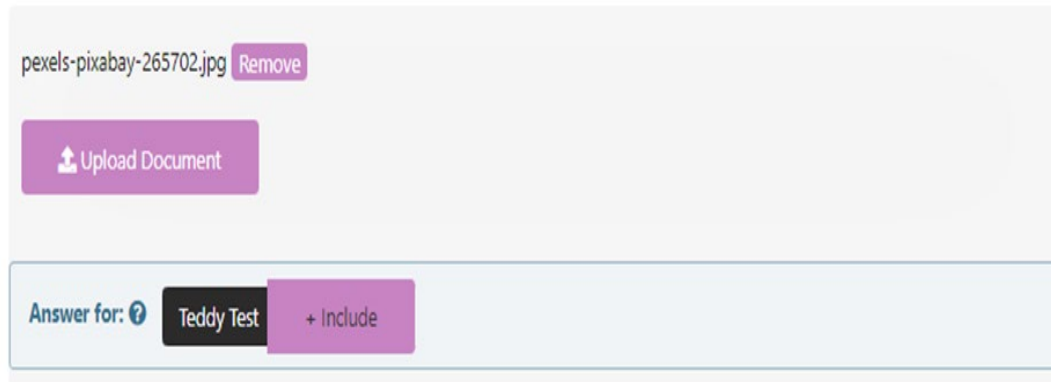
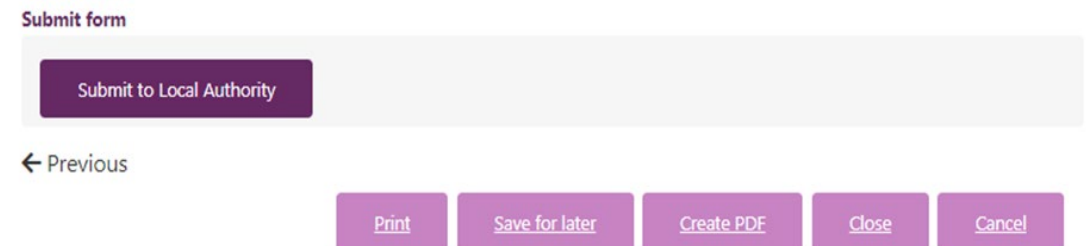This will take you to the standard file browser to select the relevant documents. Select a document and click open.

Referral

This will now show as being attached to the referral. You can keep uploading more files in the same way.

Once this stage is complete, you may want to save a copy of the referral before submission. To do this, click create PDF. This will download a copy of the referral for your records.
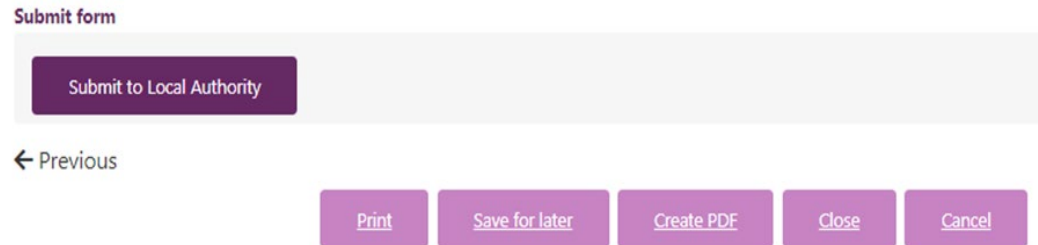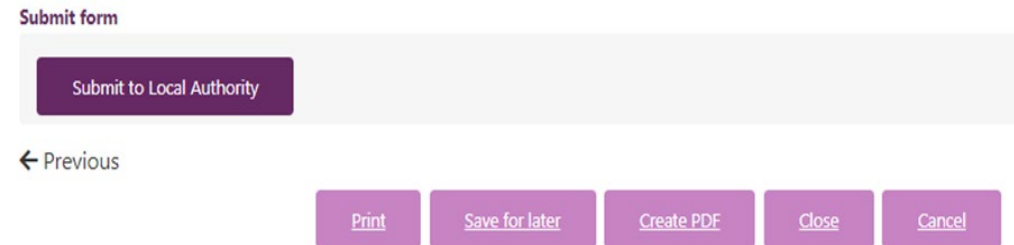
Referral

You can also print using the print button, if required.

Once this is done click the Submit to Local Authority button.

Once this is done click the Submit to Local Authority button.

Submission of Form

You will get a warning to confirm you have entered all the information and this is the last chance to make any changes, if you are happy click Submit.

You will now see the thank you screen and your referral has been submitted.

Submit to Local Authority ✕

Have you entered all the information you need to?

You will not be able to make any further changes once you press the "Submit" button.

Cancel Submit

Thank You

Your information has been submitted to the Bedford Borough Council Children's Services.

We will contact you in the next few days in response.
Please allow additional time for weekends or bank holidays.

Thank you for using this service.

Your Account

If you navigate back to the portal page you can select to log back into your account. From this page click my account.

Your Account

If you navigate back to the portal page you can select to log back into your account. From this page click my account.

Your Account

You will then be asked to provide your login details, provide them and click sign in.

Secure login - step 1

New to Autonomy? Register for an account on the right.
Already using Autonomy? Sign in below.

Existing users

Email

tammy.teacher@123school.edu.uk

Password

••••••••••••

For additional security, we will confirm your account by sending an authentication code to your email address.

Sign in   Cancel   Forgotten password?

Your Account

Again you will be emailed a code and then needs to be entered for verification. Enter this and click finish.

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

65266359

Finish   Cancel   Please send me a new code

Select an Account Manager

You will then be logged into your account. You can access any forms that you have not had time to finish and also can see any submitted forms. You will get a message stating that your account needs to be activated, however, this does not need to done for you to access saved forms and submitted forms.
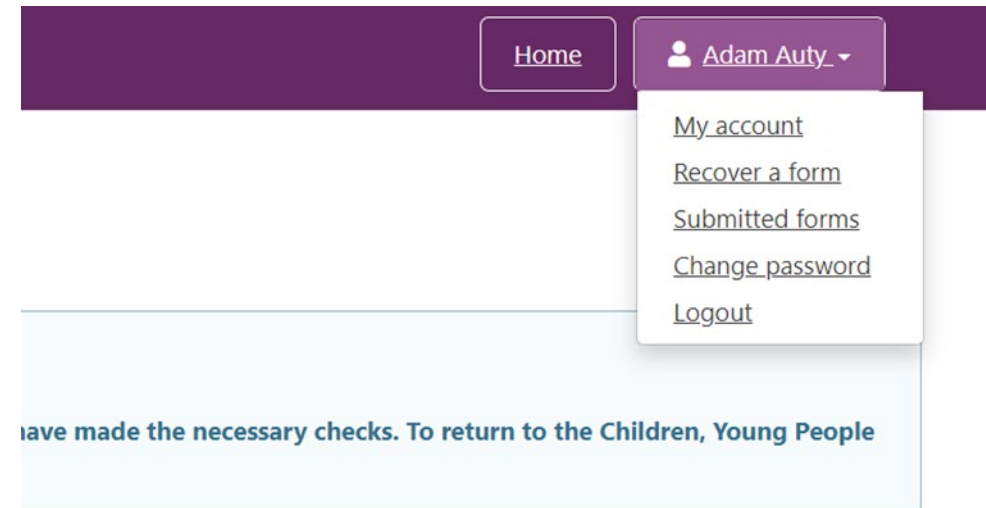

Select an Account to Manage

Welcome, Adam Auty.

Thank-you for registering, your account will be activated as soon as Bedford Borough Council have made the necessary checks. To return to the Children, Young People and Families page please click the button below.

Return to Children, Young People and Families page

Your Account

From this page, click your name in the top right. Select the option that you want.

Recover a Form

If you have previously saved a form for later then you will be able to retrieve it and carry on form here. Click on the form to continue complete it.

Submitted forms

This will show a list of previously submitted forms up to 30 days after submission. Click on a form to view a PDF version.

Submitted Forms

This can be then saved for your own records if required.