

## Derbyshire Service for Schools (S4S) Guide

### Logging in to S4S and booking Data Protection Training

To be read in conjunction with *Data Protection for Schools Training Programme*.

#### How to log in to S4S

<https://www.services.derbyshire.gov.uk/>

All Derbyshire schools automatically have an S4S account, and any out of county schools that purchase a service from the Education Data Hub are set up with an S4S account during their On-Boarding process. Schools can use this account to book onto some of the available training courses, some of which is included in packages and others that can be purchased as an extra service.

If Schools don't already have a log in for an S4S account, please request one by [clicking here](#). This link will go to a form that will ask for School Name, Job Role and contact details, which the S4S team will then use to set up an account. Schools can create as many staff member accounts linked to each school as needed.

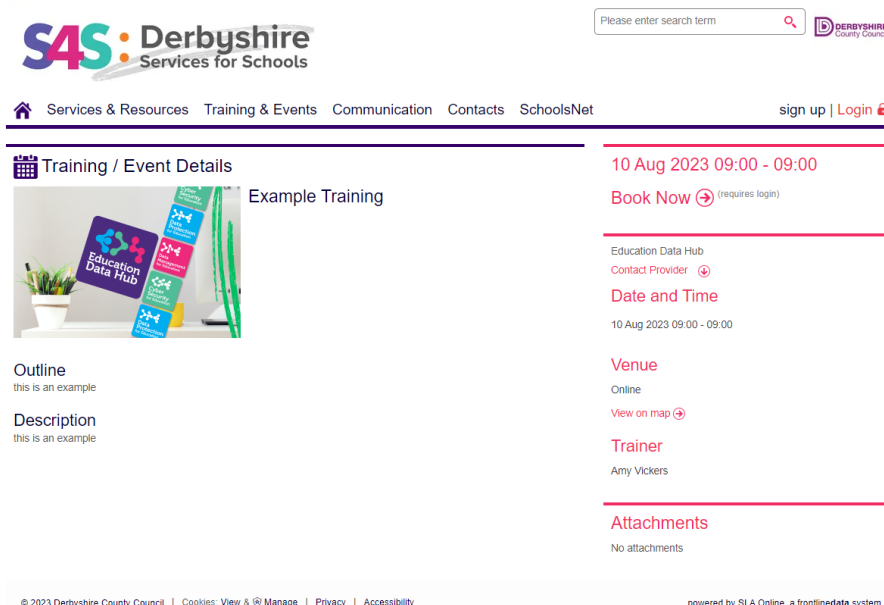
For any further help, guidance or if any issues are experienced, please contact the Data Protection Team directly at [dpforschools@derbyshire.gov.uk](mailto:dpforschools@derbyshire.gov.uk)

#### How to book onto training via S4S

##### 1. Booking via the Data Protection for Schools Training Programme

Available Data Protection Training can be booked using the S4S link within the most up to date Training Programme itself: simply hold **ctl** + click the S4S logo next to the chosen training session and it will open a booking page (please see the image below).

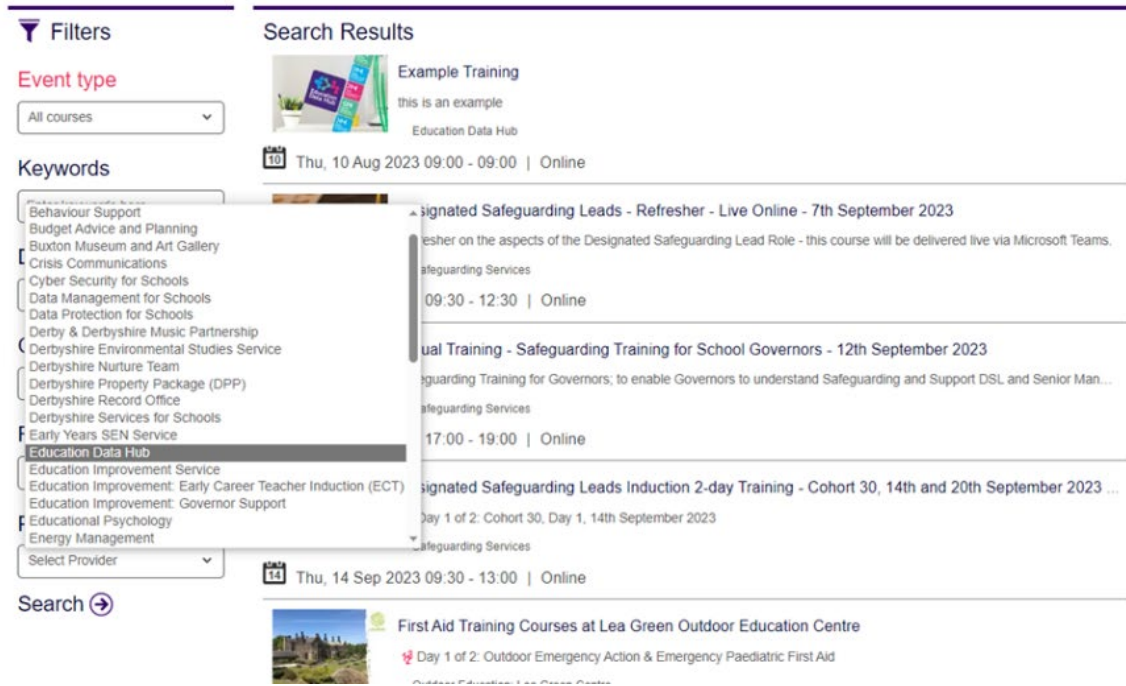
Click the 'Book Now' link to the right-hand side of the screen and it will then require a log in. Enter the log in details then continue to follow the instructions on the screen.



The screenshot shows the S4S Derbyshire Services for Schools website. At the top, there is a search bar and a 'DERBYSHIRE County Council' logo. The navigation menu includes 'Services & Resources', 'Training & Events', 'Communication', 'Contacts', and 'SchoolsNet'. A 'sign up | Login' link is visible in the top right. The main content area is titled 'Training / Event Details' and features an 'Example Training' section. This section includes a placeholder image for the training, an 'Outline' section with the text 'this is an example', and a 'Description' section with the text 'this is an example'. To the right of the training details, there is a 'Book Now' button with a red arrow icon and the text '(requires login)'. Below the button, the event details are listed: 'Education Data Hub', 'Contact Provider', 'Date and Time' (10 Aug 2023 09:00 - 09:00), 'Venue' (Online), and 'Trainer' (Amy Vickers). At the bottom, there is an 'Attachments' section with the text 'No attachments'. The footer contains copyright information for Derbyshire County Council and a note about the system being powered by SLA Online.

## 2. Booking onto training on the S4S website

Available Data Protection Training can be booked by logging on to S4S via the website and clicking 'Training and Events' along the top menu. This then opens ALL the training Derbyshire County Council provides, so use the filters on the left and go down to 'Provider' and select Education Data Hub, then click 'Search' (Please see the image below). This will then bring up all the available training sessions, and these can be booked by selecting the session and clicking 'Book Now' as above.



The screenshot displays the S4S website interface. On the left, there is a 'Filters' section with a dropdown menu for 'Event type' set to 'All courses' and a 'Keywords' search box. Below the search box is a list of providers, with 'Education Data Hub' highlighted. At the bottom of the filters is a 'Select Provider' dropdown menu. The main area shows 'Search Results' with a search icon. The first result is an 'Example Training' session on 'Thu, 10 Aug 2023 09:00 - 09:00 | Online'. Below it are three results for 'Designated Safeguarding Leads' training sessions, all on 'Thu, 14 Sep 2023 09:30 - 13:00 | Online'. The first is a 'Refresher - Live Online - 7th September 2023', the second is 'Safeguarding Training for School Governors - 12th September 2023', and the third is 'Designated Safeguarding Leads Induction 2-day Training - Cohort 30, 14th and 20th September 2023 ...'. The final result is 'First Aid Training Courses at Lea Green Outdoor Education Centre' on 'Thu, 14 Sep 2023 09:30 - 13:00 | Online', with a sub-item for 'Day 1 of 2: Outdoor Emergency Action & Emergency Paediatric First Aid'.