

AUTOMATION PROJECT

EXAMPLE

Project Name: Enhancing Behaviour Monitoring and Escalation Processes

Project Manager: AI Apprentice

Project Date: Summer Term

Project Overview

This project strengthens behaviour reporting workflows by automating threshold alerts, centralising incident tracking and improving leadership visibility to support earlier intervention and consistent responses.

Scope

- Review current behaviour reporting systems
- Reduce spreadsheet duplication
- Automate threshold-based notifications
- Ensure compliant data management
- Deliver staff training materials

Success Metrics

- Faster identification of repeat incidents
- Improved consistency in reporting
- Reduced manual data reconciliation
- Strengthened safeguarding audit trail
- Estimated 75+ hours annual time saved

Objectives

- Map behaviour incident reporting process
- Introduce automated escalation alerts
- Develop leadership dashboards
- Improve consistency in reporting
- Strengthen safeguarding oversight

Key Stakeholders

- ✓ Behaviour Lead
- ✓ Safeguarding Lead
- ✓ Line Managers
- ✓ Pastoral Team

Target Audience

Pastoral teams and school leaders responsible for behaviour monitoring.

Project Outcome

- ✓ Improved early intervention capability
- ✓ Stronger safeguarding visibility
- ✓ Reduced reporting burden
- ✓ Clear measurable impact