

# Adding “COVID-19 Secure” status to your Kaddi.com listing

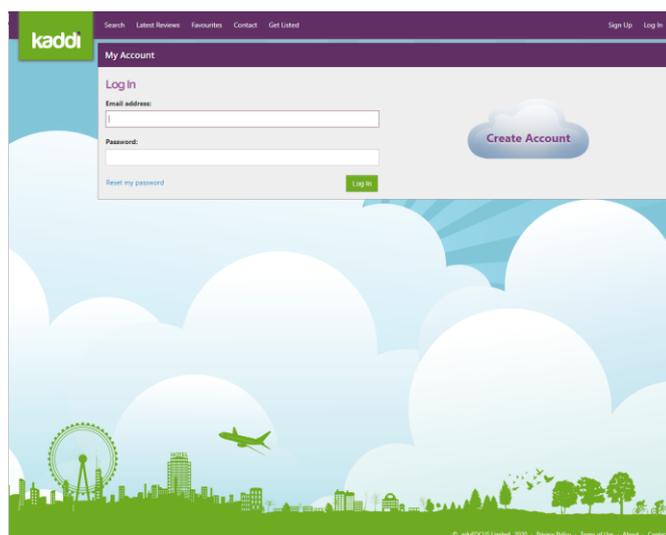
- 1) Go to [www.kaddi.com](http://www.kaddi.com) and click [Log In] in the top right corner of the screen



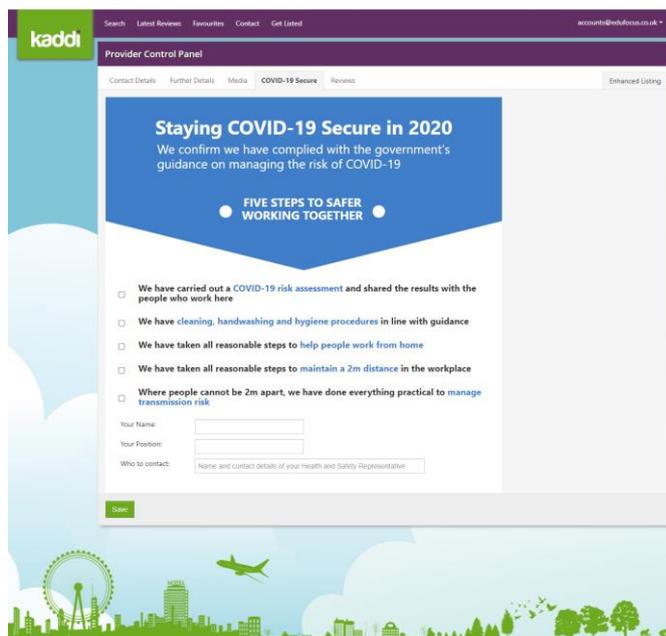
- 2) Enter your log in credentials and then click [Log In].

If you do not know what your log in details are then you can click the “Reset my Password” link (see “Resetting Password” section below for further details).

If your organisation has not set up a Kaddi.com account before then the email address will be the same email address that is associated with your LOTc Quality Badge listing.



- 3) Your Provider Control Panel will open on the new “COVID-19 Secure” page.



- 4) Tick the statements to indicate that your organisation complies with the HSE “COVID-19 Secure” requirements.

Then enter your name & position and the details of the Health & Safety Representative that should be contacted if schools required further information.

Click [Save] to add the declaration to Kaddi.com.

The screenshot shows the 'Provider Control Panel' on the Kaddi website. The main heading is 'Staying COVID-19 Secure in 2020'. Below this, it states: 'We confirm we have complied with the government's guidance on managing the risk of COVID-19'. A central banner reads 'FIVE STEPS TO SAFER WORKING TOGETHER'. The steps are listed with checkboxes:

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk

Below the steps, there are input fields for: 'Your Name' (Daniel Baker), 'Your Position' (Managing Director), and 'Who to contact' (Lauren White (01394 775250)). A green 'Save' button is at the bottom left of the form area.

- 5) A copy of your completed declaration is displayed on screen.

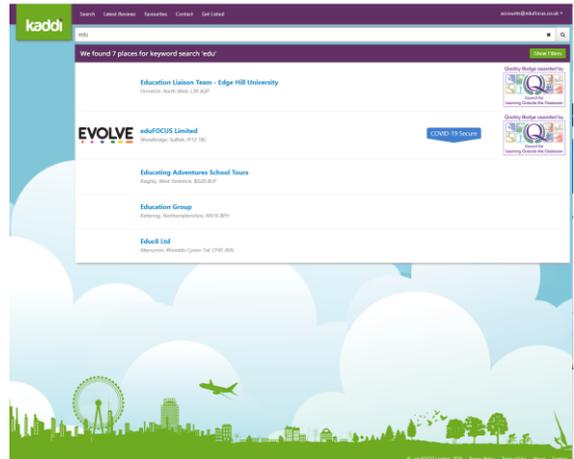
This screenshot shows the same 'Provider Control Panel' but with the declaration completed. The five steps now have blue checkmarks in circles to their left. The form is populated with the following information:

- Employer: eduFOCUS Limited
- Date: 08/07/2020
- Who to contact: Lauren White (01394 775250)
- (or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)
- Completed by Daniel Baker (Managing Director)

A red 'Remove Declaration' button is visible at the bottom left of the form area.

# What do schools see in Kaddi.com?

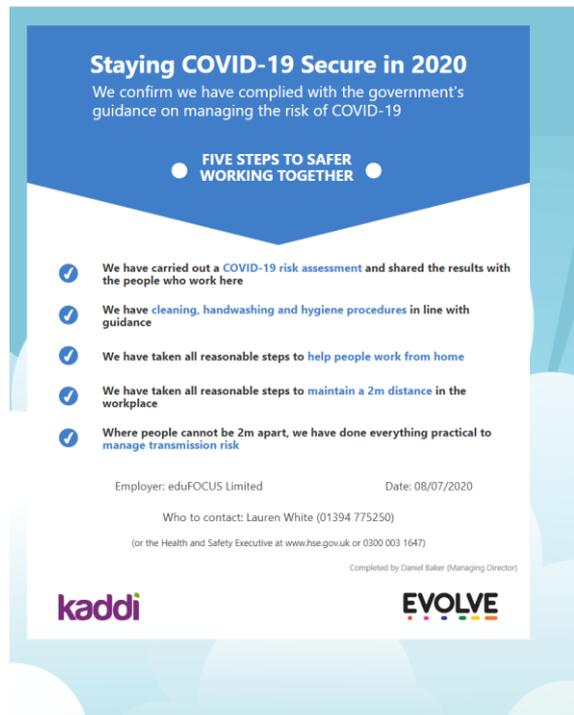
- 1) When users search Kaddi.com providers that have completed the "COVID-19 Secure" declaration will be indicated in the result list.



- 2) The blue "COVID-19 Secure" badge is also displayed on your Provider page:

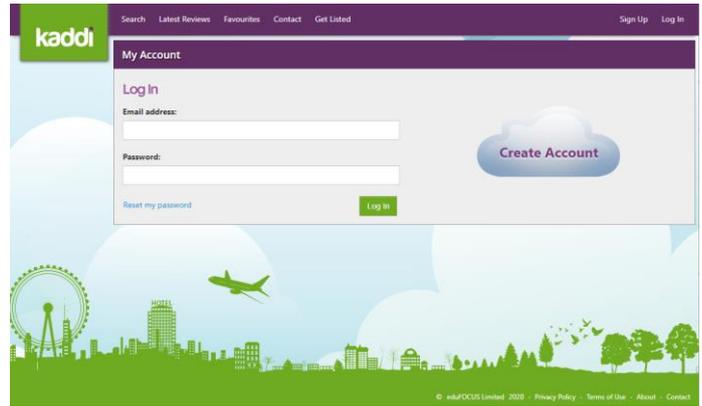


- 3) Clicking the "COVID-19 Secure" badge will display the full declaration:



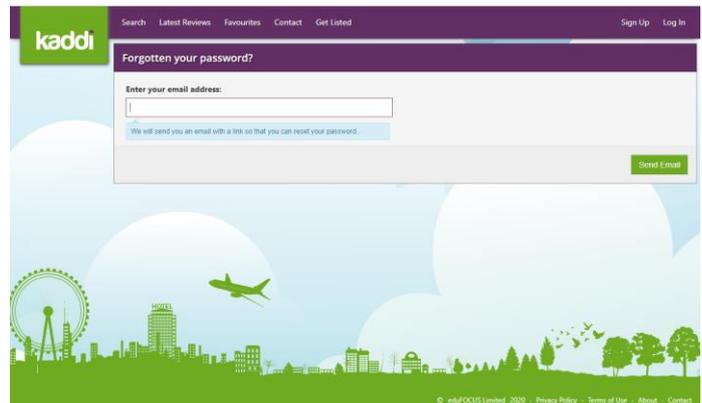
# Resetting your Kaddi.com Password

1) If you have forgotten your Kaddi.com password, or your Kaddi.com listing has been automatically created because you hold a LOTC Quality Badge, then you can (re)set your Kaddi.com password by clicking the “Reset my Password” link on the “Log In” page found a Kaddi.com.

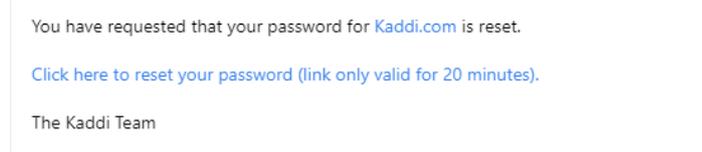


2) Enter the email address that is associated with your Kaddi.com listing.

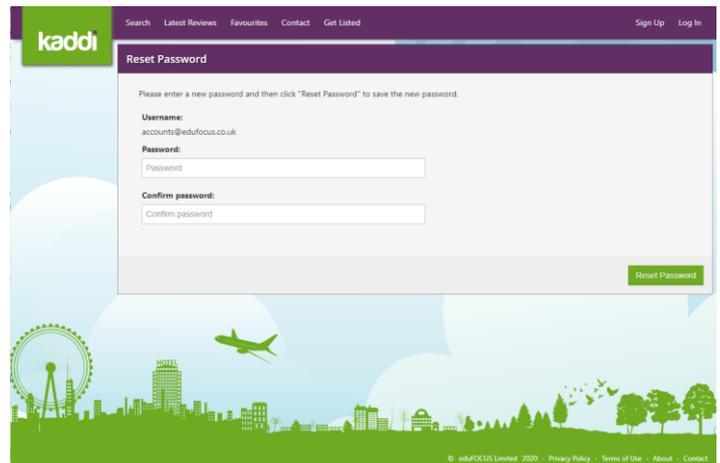
If your Kaddi.com account has been automatically created because you hold a LOTC Quality Badge then your account has been created using the email address associated with your LOTC Quality Badge listing. If you want to find out what that is then go to <https://lotcqualitybadge.org.uk/search> and search for your provider.



3) An email will be sent to your email address with a password reset link. Please note that this link is only active for 20 minutes.



4) Clicking the link in the email will take you to a page where you can re(set) the password for your account.



5) You can now log into Kaddi.com to add further details to your listing and completed your “COVID-19 Secure” declaration.

