

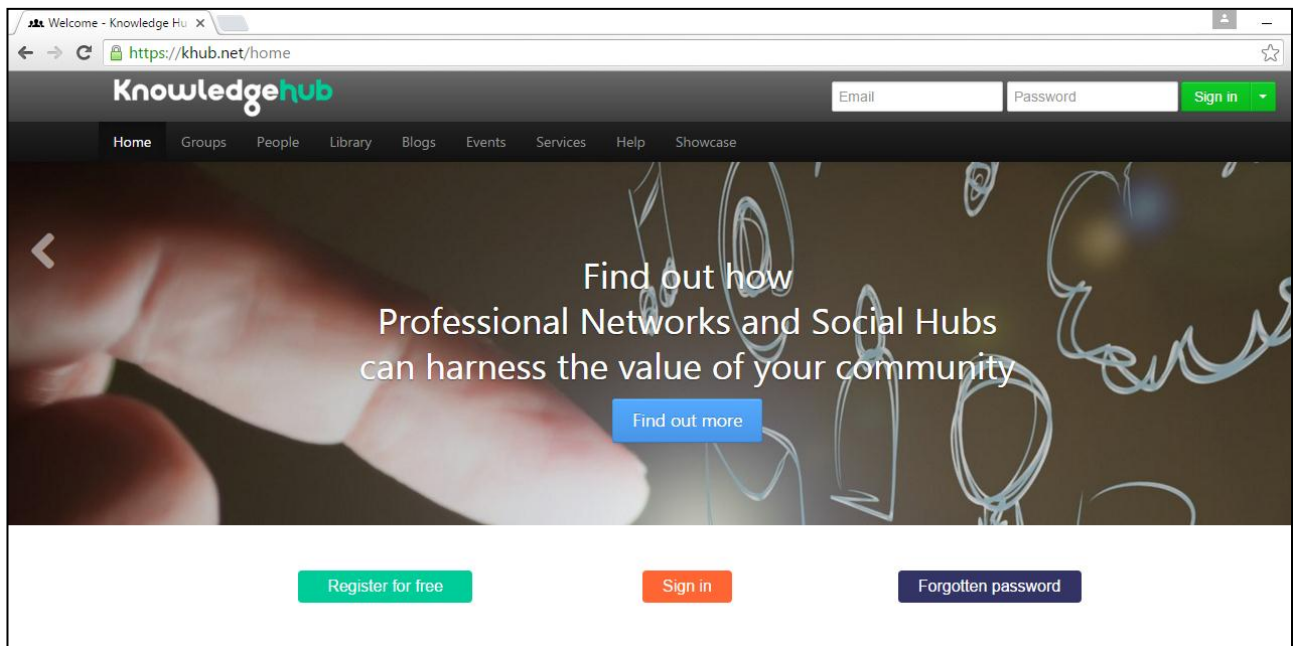
# **National VAW Network KHub User Guide**

## **1. Getting Started – Joining the KHub Group**

The National VAW Network's KHub Group is online forum where members can share information, learning and resources about tackling VAWG. It is designed to be a safe environment where members can receive support from their peers and discuss both best practice and any challenges they are experiencing.

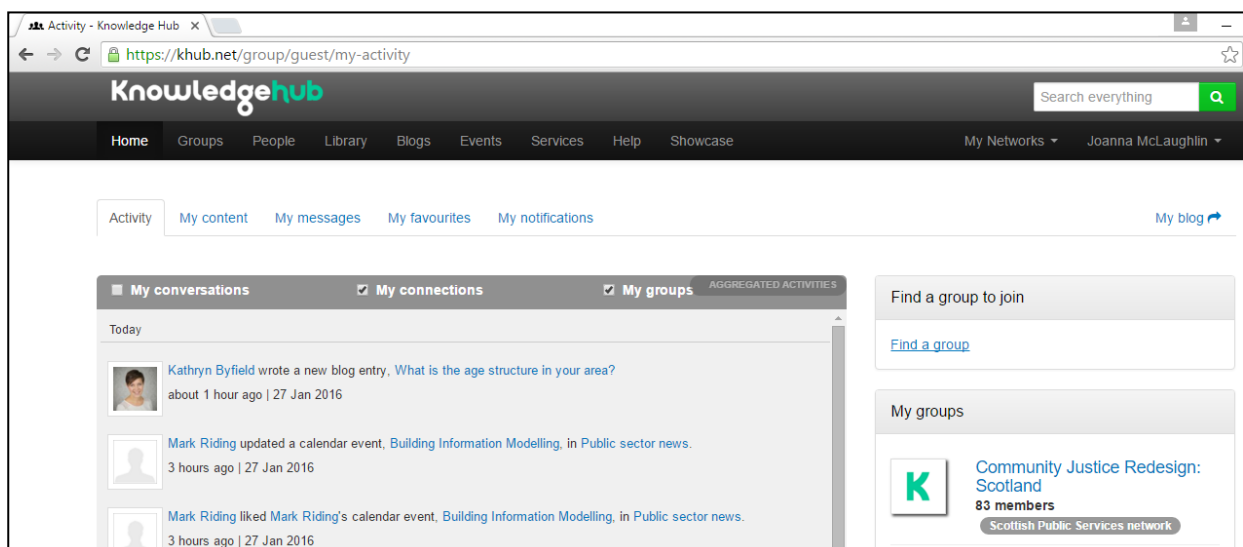
To join the Network's KHub Group:

1. Visit the Knowledge Hub's main homepage at <https://khub.net/home> and click 'register for free'

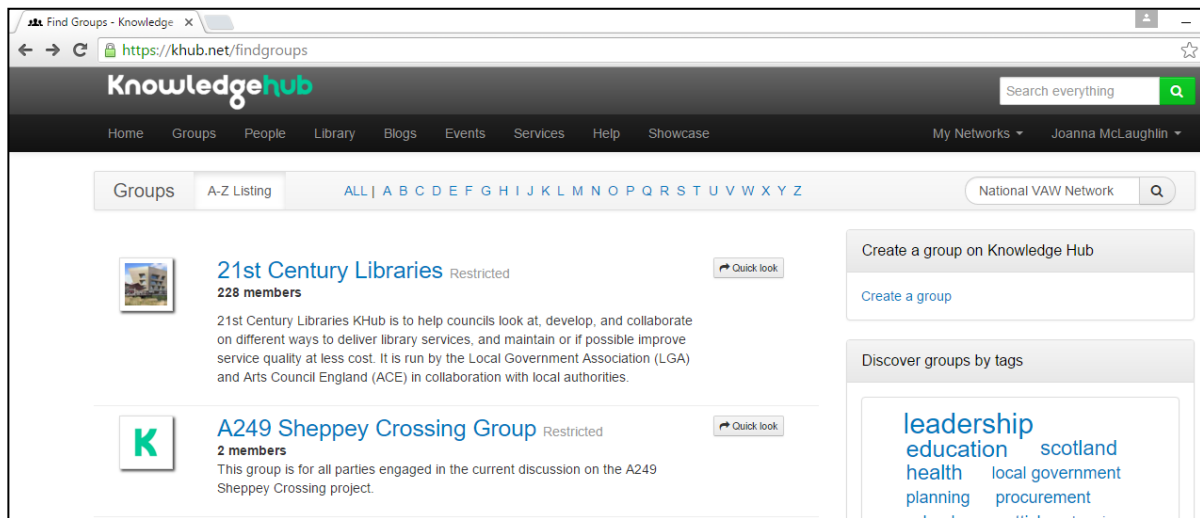


2. Complete the required information and click 'save'

3. When you are taken to your home page, click 'find a group' near the top right of the page.



4. Enter 'National Violence Against Women Network' in the search box near the top right of the page and click the search icon



5. Click the 'National Violence Against Women Network' link in your search results.

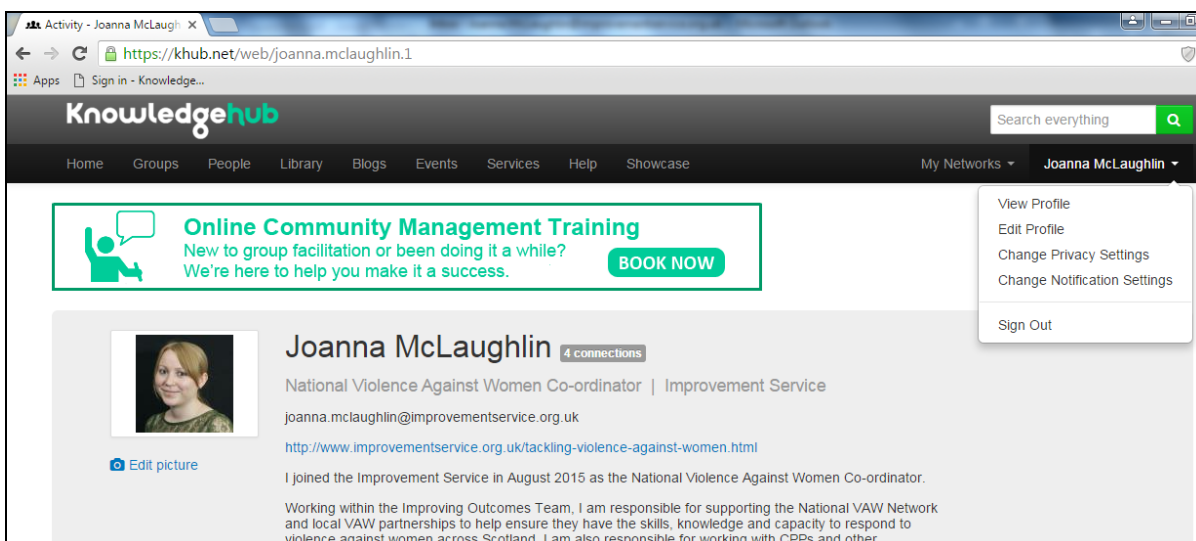
6. Complete the 'Please give a reason for joining box' and click the 'apply to join' button.

(It's helpful if you say a little bit about your post and where you're based so we know if you meet our membership criteria)

One of the facilitators for the group will then be able to approve your membership request and you will have full access to the Network's KHub Group!

### Top Tip:

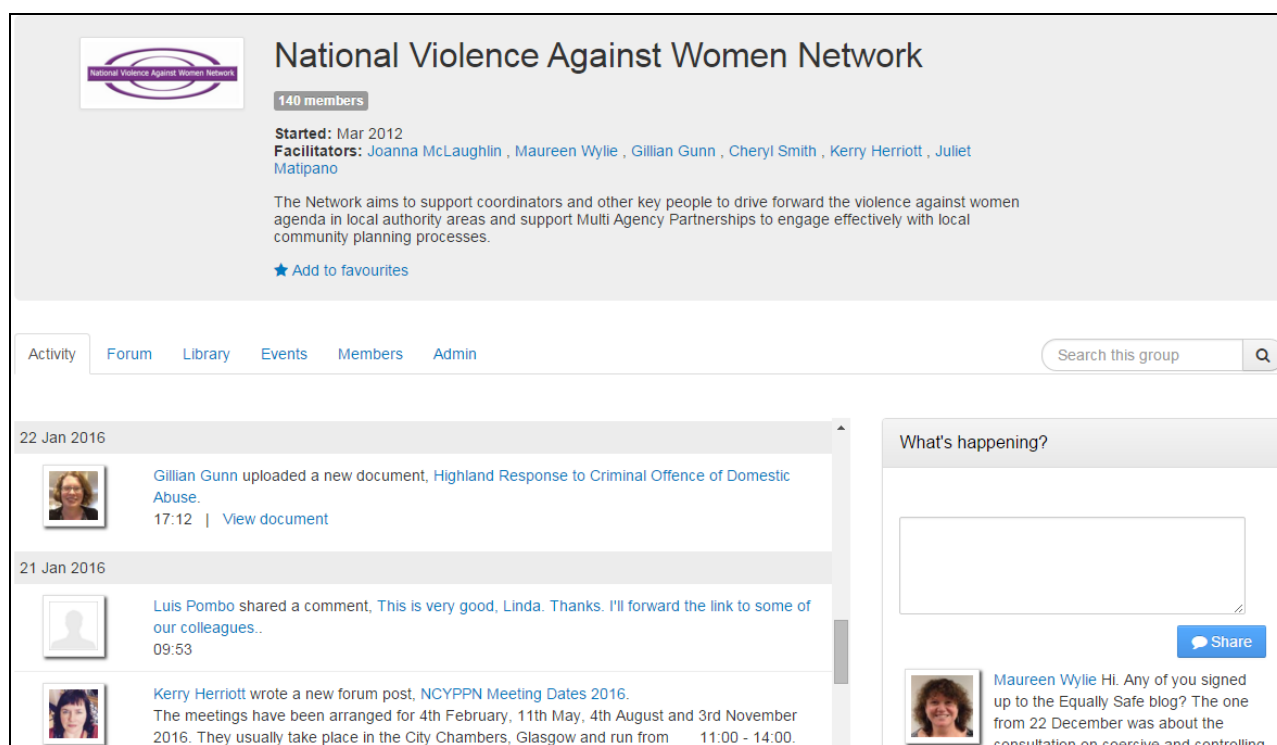
One of the aims of the Network's KHub group is to help VAWP Coordinators and other stakeholders to connect to one another. To help with this, you can write a short biography and upload a photo of yourself by clicking on your name near the top right of any page and selecting 'edit profile'.



## 2. The 'Activity' Tab

When you first log on to the Network's KHub Group, you will be taken to the 'Activity' tab. Here you'll see a summary of all the content that has been added to the KHub, starting with the most recent posts.

If you click on the link to a post, you'll be taken to the full post in the relevant section of the KHub.



The screenshot shows the KHub interface for the 'National Violence Against Women Network'. At the top, there is a header with the group name, a logo, and a '140 members' badge. Below this, it states 'Started: Mar 2012' and lists 'Facilitators: Joanna McLaughlin, Maureen Wylie, Gillian Gunn, Cheryl Smith, Kerry Herriott, Juliet Matipano'. A brief description of the network's purpose is provided, along with an 'Add to favourites' button. The main content area is divided into tabs: 'Activity', 'Forum', 'Library', 'Events', 'Members', and 'Admin'. A search bar is located on the right. The 'Activity' tab is active, showing a list of recent posts. The most recent post is from 22 Jan 2016, where Gillian Gunn uploaded a document titled 'Highland Response to Criminal Offence of Domestic Abuse'. Below it, a post from 21 Jan 2016 shows Luis Pombo sharing a comment. The bottom of the activity list shows a forum post by Kerry Herriott about 'NCYPPN Meeting Dates 2016'. On the right side, there is a 'What's happening?' section with a 'Share' button and a partial view of a post by Maureen Wylie.

## 3. Posting/ reading information on the 'Forum'

The 'Forum' is one of the main sections of the KHub where members are able to share information and discuss specific topics. The Forum is currently split into 11 main sections:

- 1. Member Updates** – where you can post any news you want to share with other members or share information on developments such as new training/ resources that are available, campaigns that you're involved in or new funding opportunities.
- 2. Consultations** – where you can post information about any consultations that other members may be interested in responding to and discuss/ share your submission
- 3. Equally Safe** – where you can share and discuss any developments around Equally Safe with other members
- 4. MARACs** – where you can post information, questions or resources relating to MARACs

- 5. VAW Partnership Guidance** – where you can discuss the new guidance for VAW Partnerships (which is currently in development)
- 6. Domestic Abuse** – where you can share learning, good practice and challenges in relation to tackling domestic abuse
- 7. Commercial Sexual Exploitation** - where you can share learning, good practice and challenges in relation to tackling commercial sexual exploitation
- 8. Harmful Traditional Practices** - where you can share learning, good practice and challenges in relation to tackling harmful traditional practices
- 9. Perpetrator Interventions** – where you can share and discuss learning around working with perpetrators of VAWG
- 10. NCYPPN** – where you can share and discussion information about the work of the National Children and Young People Prevention Network
- 11. 16 Days** – where in the run up to 16 Days, you can share and discuss plans and learn about events that took place in previous years

To post new content on the Forum:

1. Click on the Forum tab
2. Click on the category that most closely relates to what you want to discuss (e.g. consultations)
3. If there is already a thread dedicated to the topic you want to discuss, click on it. If not, click on 'post new thread' to create a new topic.

The screenshot shows a forum interface with a navigation bar at the top containing 'Activity', 'Forum', 'Library', 'Events', 'Members', and 'Admin'. Below this is a sub-navigation bar with 'Forum Home', 'Recent Posts', 'My Posts', 'Statistics', 'Banned Users', and a search box. The main content area displays a thread titled 'FGM Multi-Agency Guidance'. The thread header includes options like 'Post New Thread', 'RSS (Opens New Window)', 'Lock Thread', 'Move Thread', and 'Move to the Recycle Bin'. The thread content shows a post by Gillian Gunn dated 14/01/16 16:39, with two replies from Maureen Wylie and Gillian Gunn. The post text reads: 'Draft multi-agency guidance on FGM is available in the library. Deadline for comments on the draft is 29th January. I hadn't received this through national VAW networks, but through my CPC colleague, so have posted it on KHub in case others have not yet seen it.' The user profile for Gillian Gunn is visible on the left, showing a rank of 1\*, 10 posts, and a join date of 21/01/12. On the right side of the forum, there is a 'Related Content' section with four links to documents: 'Tackling FGM in the UK Intercollegiate recommendations for identifying, recording and reporting', 'National Action Plan - Working Draft V6 -18 August 2015.docx', 'Engaging Schools on FGM & Forced Marriage', and 'Female Genital Mutilation - Service specification and standards V3 19 June'.

4. Click 'post new thread' and write the message you want to share with members
5. Scroll to the bottom of the window and click 'publish' when you are ready to post your message.

### **3. Posting/ reading information in the 'Library'**

The 'Library' is the main section on the KHub where you can read and share documents and resources. Like the 'Forum' the library has a number of folders that have been set up to make it easier to find and share information. These include:

**1. National VAW Network Meetings** – where members can access the agendas, minutes and other papers from previous and upcoming Network meetings.

**2. VAW Network and Member Briefings** – where members can read and share briefings that have been produced by the Network or its member organisations

**3. VAW Partnership Strategies, Performance Frameworks and other documents** – where members can read and share the strategic documents that have been developed by different VAW Partnerships. In addition to strategies, work-plans and performance frameworks, this may include terms of references, job descriptions, performance reports and other documents.

**4. VAW Strategies, Policy Documents and Research** – where members can read and share strategies, policies and research relating to different forms of VAWG.

**5. Consultations and Responses** – where members can read and share consultation documents and responses.

**6. Guidance, Toolkits and Support Resources** – where members can read and share guidance, documents and resources relating to different forms of VAWG.

**7. Scottish Government Equally Safe Bulletin** – where members can access the Scottish Government's monthly bulletin on developments, training and events relating to Equally Safe.

**8. Other Relevant Policy and Research** – where members can read and share other policy and research on other topics that may be of interest such as community justice, housing, education etc.

**9. VAW Events** – where members can share and access presentations and resources from VAW events.

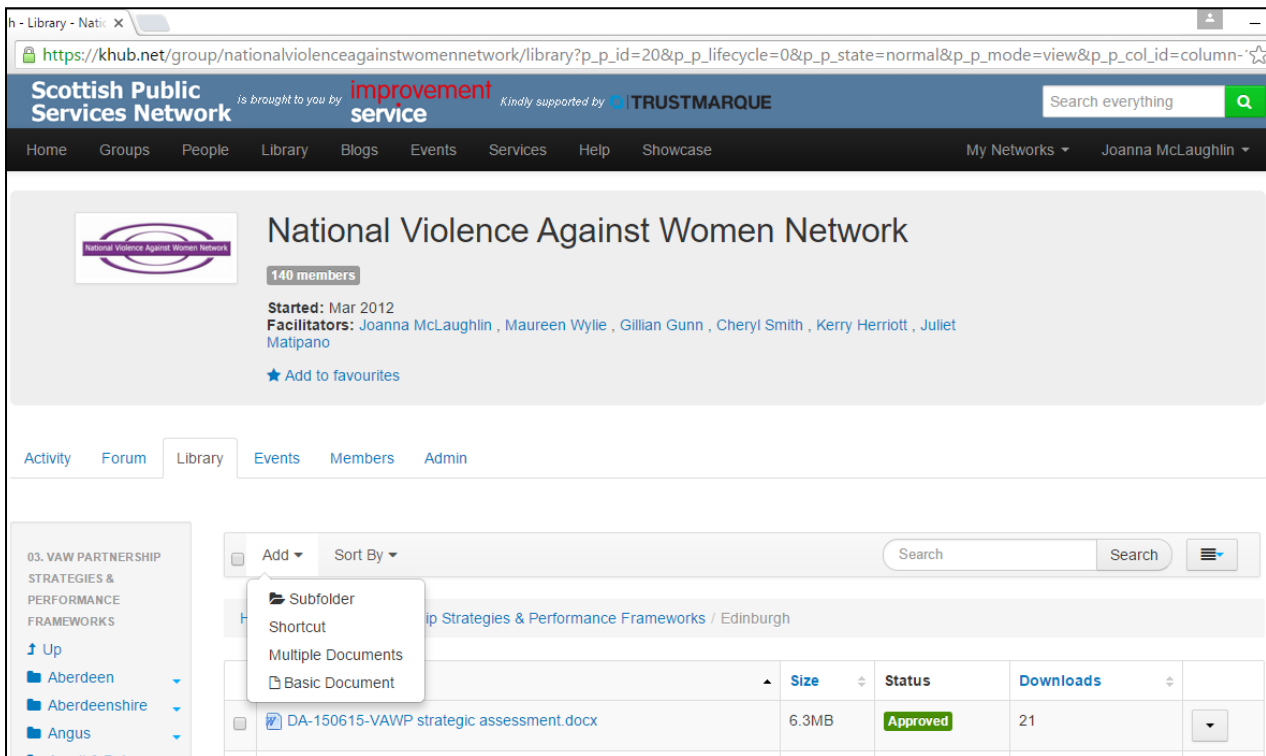
**10. NCYPPN** – where members can access minutes and other papers from the National Children and Young People Prevention Network.

**11. Using the KHub** – where members can access resources to support them to use the Network's KHub Group... like this one!

**12. Archive** – where older documents are stored.

To share documents in the 'Library' section of the KHub:

1. Click on the 'Library' tab on the home page of the Network's KHub Group
2. Click on the folder (and if relevant, sub-folder) that relates to the document that you want to share (e.g. VAW Partnership Strategies and Performance Frameworks').
3. From the menu, click 'add' and then either 'basic document' or 'multiple documents' depending on the number of documents that you want to upload. If you are adding multiple documents on a similar topic, you may want to consider creating a sub-folder first to keep them together.



4. Click 'choose files' to search for and upload the relevant file from your computer. And complete the 'Title' and 'Description' boxes as appropriate.

The screenshot shows the 'New Document' form in the KHub Library. The form includes fields for 'Folder' (Edinburgh), 'File' (Choose file), 'Title', and 'Description'. A blue banner at the top indicates 'Upload documents no larger than 133984k'.

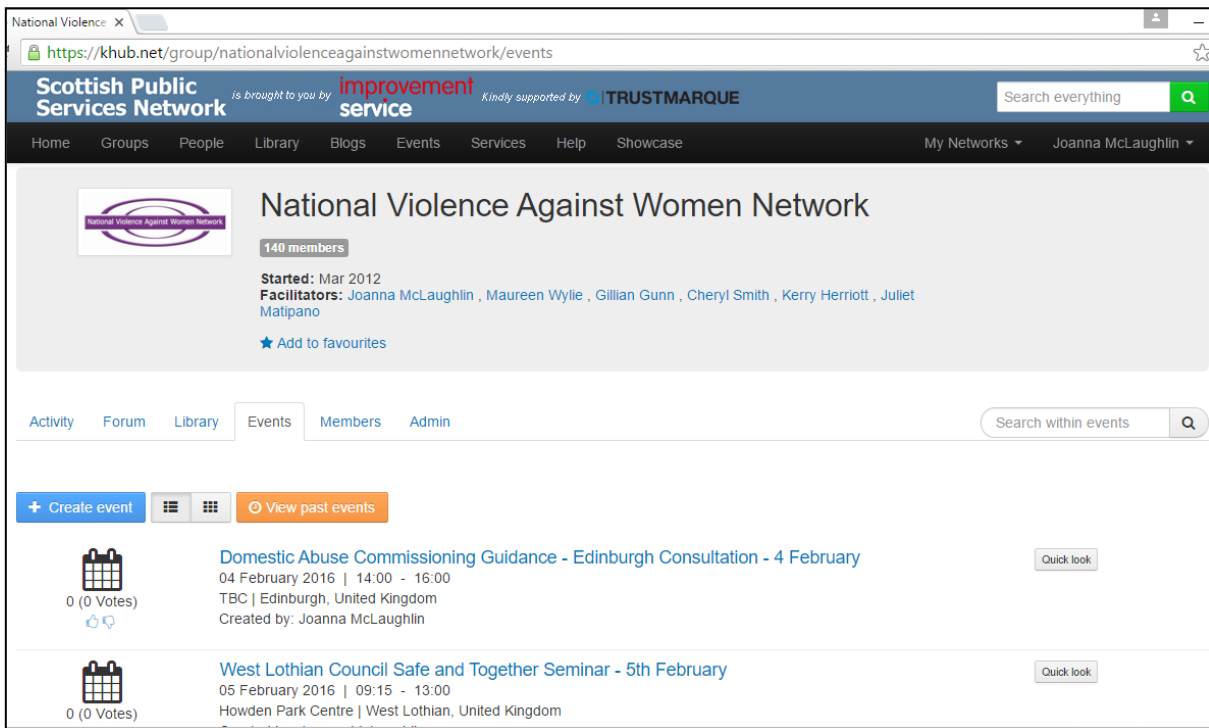
5. Scroll down to the bottom of the page and click 'publish'. Your document will be saved to the relevant folder in the Library and a link to it will appear on the activity feed on the Network's homepage.

## 4. Posting/ finding 'Events'

The 'Events' section of the KHub is the main area where members can share information about events that they are involved with and learn about other events that are taking place.

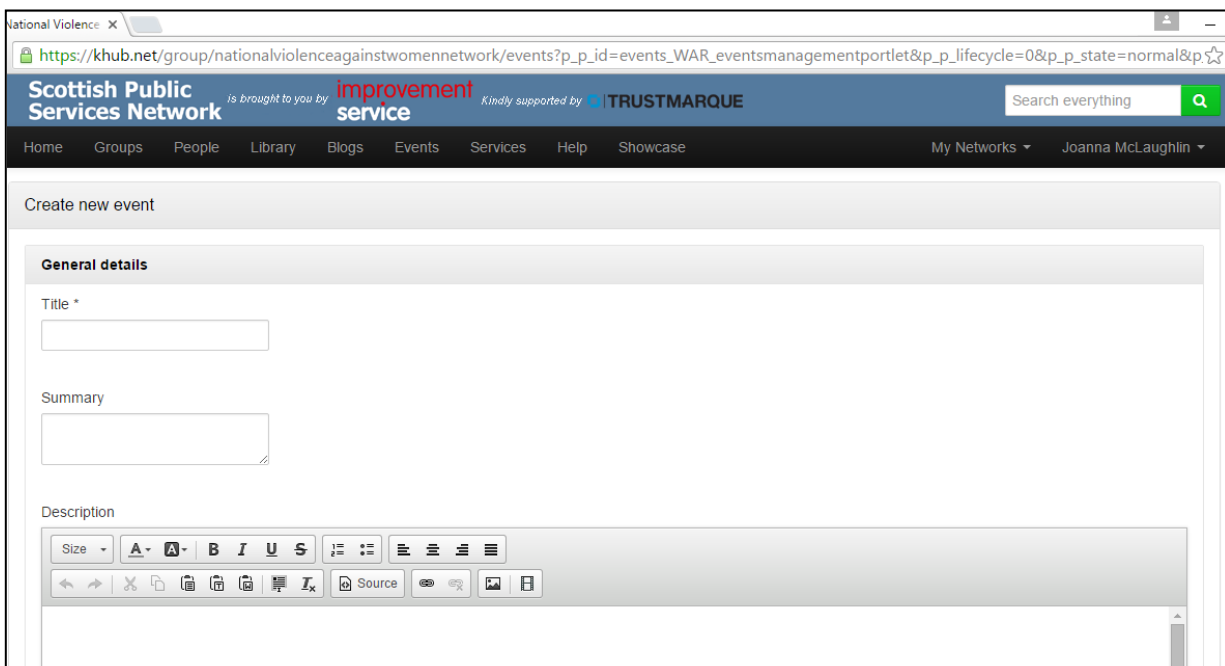
To post a new event:

1. Click on the 'Events' tab on the main page of the Network's KHub Group, where you'll see a list of all the upcoming events in order of date.



2. Click on the 'create event' button.

3. Fill in the fields with the appropriate information about your event, including its title, a brief description of the event and the date, time and location it will take place.



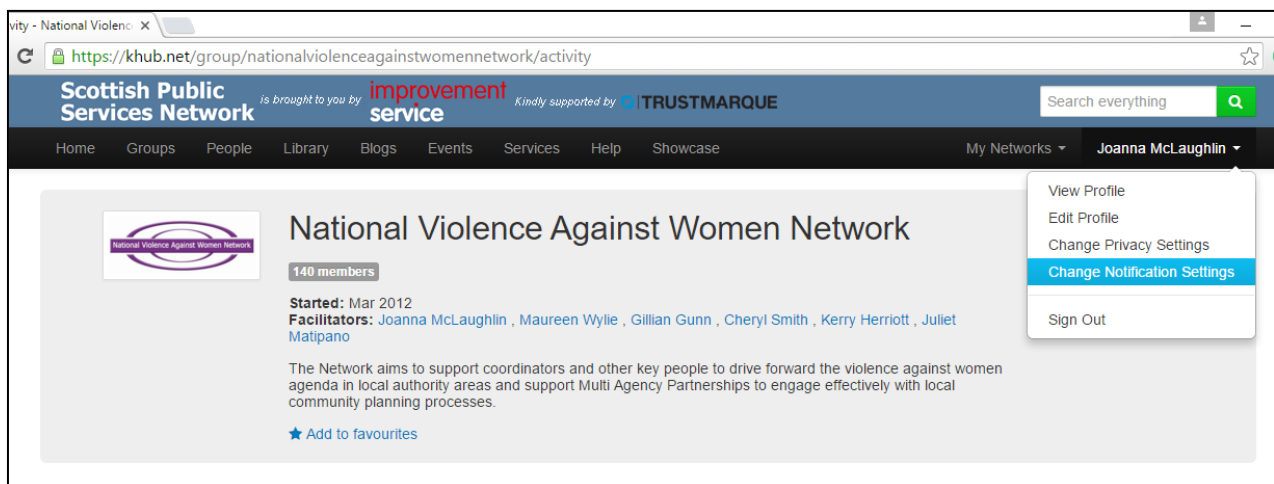
4. Scroll down to the bottom of the page and click 'Save'. Your event will be saved in the 'Event' section of the KHub and a link to it will appear on the activity feed on the Network's homepage.

## **5. Keeping up to date with what's going on in the KHub**

There are always new discussions taking place on the Network's KHub Group and information about resources, events and consultations being posted. The best way to keep up to date is to make sure that you visit the KHub group regularly! Also, keep an eye out for the National Coordinator's emails highlighting recent content that has added to the KHub, which may be of interest.

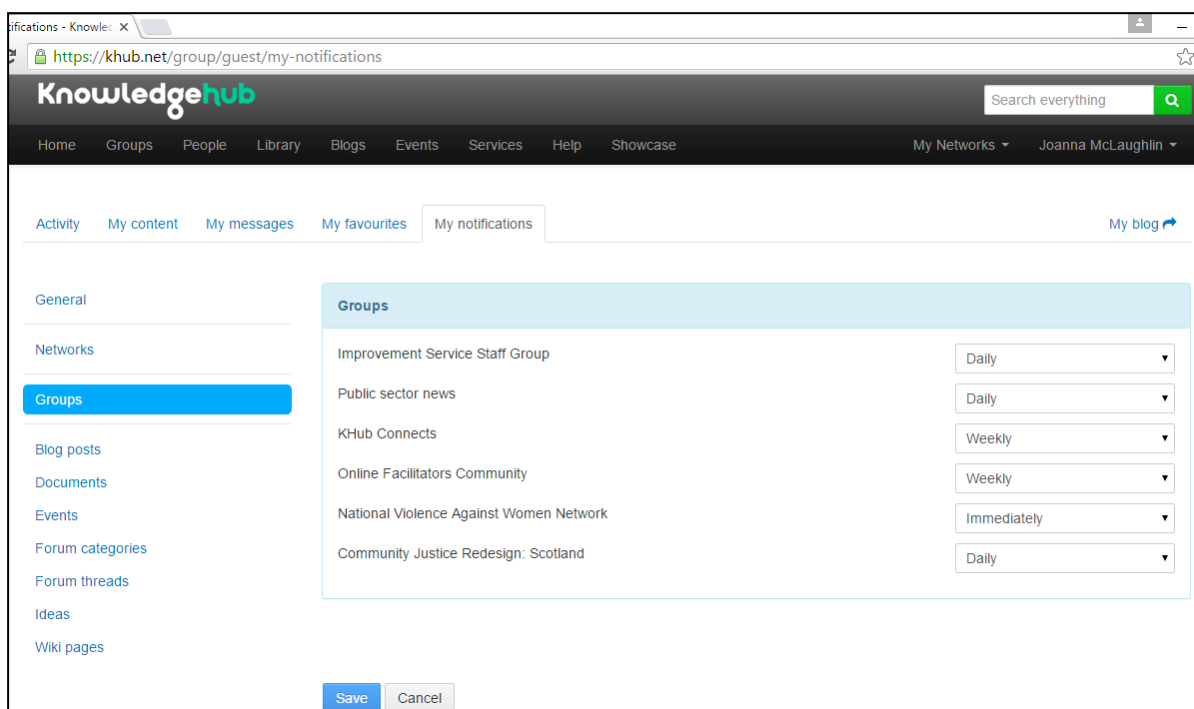
You may also want to consider setting up an alert so you receive an email from the KHub whenever new content has been posted. To do this:

1. Click on your name near the top right hand side of any page on the KHub, and select 'Change Notification Settings'.



The screenshot shows a web browser window with the URL <https://khub.net/group/nationalviolenceagainstwomennetwork/activity>. The page header includes the Scottish Public Services Network logo, the 'improvement service' logo, and the TRUSTMARQUE logo. A search bar is present in the top right. The main content area displays the 'National Violence Against Women Network' group page, which includes a profile picture, a '140 members' badge, and a list of facilitators: Joanna McLaughlin, Maureen Wylie, Gillian Gunn, Cheryl Smith, Kerry Herriott, and Juliet Matipano. A dropdown menu is open over the user's name 'Joanna McLaughlin', showing options: View Profile, Edit Profile, Change Privacy Settings, Change Notification Settings (highlighted in blue), and Sign Out.

2. Click on 'Groups' on the left hand column on the page.



The screenshot shows a web browser window with the URL <https://khub.net/group/guest/my-notifications>. The page header includes the Knowledgehub logo and a search bar. The main content area displays the 'My notifications' settings page, which has tabs for Activity, My content, My messages, My favourites, and My notifications. The 'Groups' section is expanded, showing a list of groups with their respective notification frequencies: Improvement Service Staff Group (Daily), Public sector news (Daily), KHub Connects (Weekly), Online Facilitators Community (Weekly), National Violence Against Women Network (Immediately), and Community Justice Redesign: Scotland (Daily). There are 'Save' and 'Cancel' buttons at the bottom of the settings panel.



3. In the drop down box next to 'National Violence Against Women Network' select 'immediately', 'daily', 'weekly' or 'never' depending on how regularly you want to be notified about new content.

4. Click 'save' at the bottom of the page.

If you ever have any questions about using the Network's KHub Group, please contact me at [Joanna.McLaughlin@improvementservice.org.uk](mailto:Joanna.McLaughlin@improvementservice.org.uk) .

**January 2016**