

**PROTOCOL for Getting Information on the Local Offer**

* It is your responsibility to ensure that information contained on the Local Offer for your service area is up to date, accurate and useful. Refer to the SEND Code of Practice – Local Offer briefing note for information on what must be included on the Local Offer. ( can be found under Practitioner info on the Local Offer)
* Contact your Local Offer Service Area Champion for advice and guidance on how to update your information, a list of champions can be found on the Local Offer under practitioner information
* No buttons can be added to the main front page unless specifically approved via your Local Offer champion.
* Any information that you wish to add should be able to sit under one of the existing category buttons.
* If you are adding information check that it has been updated in all areas across the site – you will need to be specific with webmaster about this – they won’t know what information links together.
* If you think you need a new button to enable people to access the information, check that it doesn’t already exist, if it does you can use it for your information too.
* If you do need a button made please contact Kevin Duffy, Design Lead, who will provide you with a quote. Upon acceptance of this an order will need to be placed with a cost code attached.
* Remember all content must be capable of being viewed on multiple platforms, i.e. phone, laptop
* Try and use other media such as You Tube to add content that enables wider access. Websites such as the Childrens Disabled Council often have short films or easy read documents that can be used. Other GM Local Offers are a good source of information. The Local Offer has on the left hand side links to the GM Local Offers.
* Try and put contact details on for further discussion where possible or signpost to other organisations for advice and guidance.

**And finally…**

**Ask yourself**

* **As a parent/carer/young person how would navigate to find the information**
* **Should/has this information been co-produced? Do you need to contact the relevant parent/carer forum to discuss?**