

How do services and organisations put information onto the Local Offer?

Instructions for non-registered users on how to add information about a service

- Go to www.supportincornwall.org.uk
- Click on the link 'sign in / register'
- Click on 'register'
- Complete the questions – you will need access to the email address you use to register with
- You will receive an email, follow the link in this message
- Sign-in
- On the 'dashboard' page click on the link 'listing update'
- Click on 'actions' next to the title of the listing you need to update and select 'update record'
- Answer the questions (some are mandatory)
- When you have finished completing the questions, click the 'submit record' button
- Or, to add a new listing, on the dashboard page, click on 'create another service'

Instructions for registered users on how to add information about a service

- Go to www.supportincornwall.org.uk
- Click on the link 'sign in / register'
- Sign-in
- On the 'dashboard' page click on the link 'listing update'
- Click on 'actions' next to the title of the listing you need to update and select 'update record'
- Answer the questions (some are mandatory)
- When you have finished completing the questions, click the 'submit record' button
- To add a new listing, on the dashboard page, click on 'create another service'

How can the Local Offer make provision more responsive to local needs and aspirations?

Users of the Local Offer site are invited to make comments about its content and publication.

As comments come in they are forwarded to the relevant manager to respond. Comments and responses are then presented:

- in a 'You said – We did' format on the comments page of the Local Offer .
- to the SEND Board and the most appropriate SMT on a quarterly basis.

Stakeholder feedback regarding the Local Offer is also gathered through reviews and consultations for example the:

- SEN provision review
- Autism provision review
- Joint Strategic Needs Assessment
- CAMHS transformation review
- Preparing for Adulthood (transition) protocol review

How can young people with SEND and their families use the Local Offer if they don't have access to the internet?

Libraries and One Stop shops have computers that the public can use to access the Local Offer **OR** Families can call the Family Information Service

Tel: 0800 587 8191 or Tel: 01872 323 535

The service will then send them the information that they require by post.