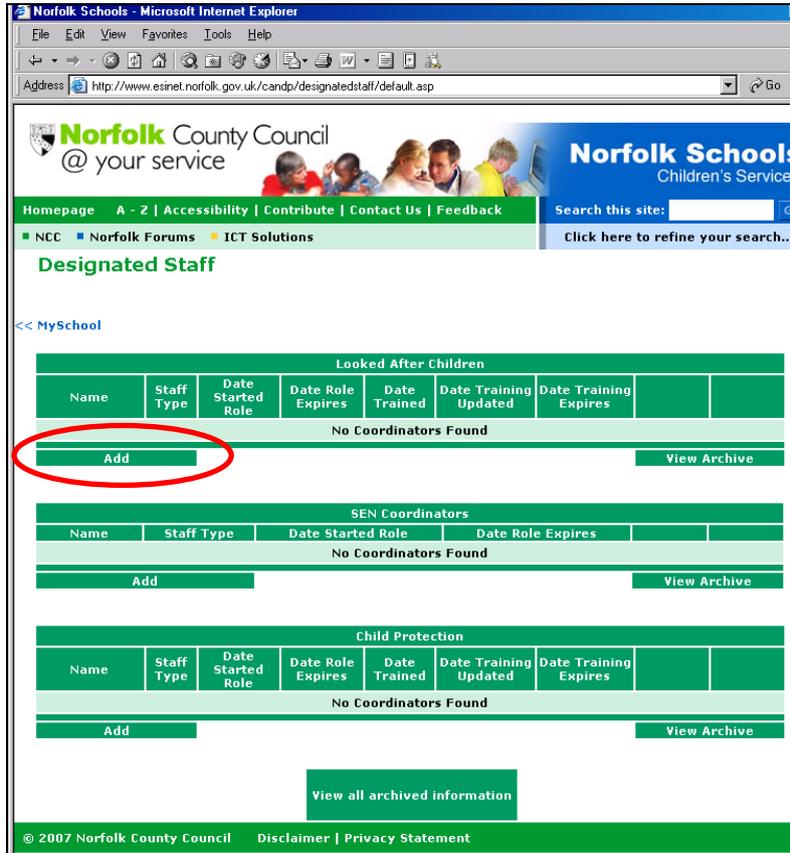


Recording the Designated Staff

Go to [Norfolk Schools](http://www.norfolk.gov.uk) website

Choose **My School** from the menu and enter your school DFE number and password - choose **Staff** from the menu - choose **Designated Staff Details**. You should see:



Initially there will be no entries for Looked After Children, SEN Coordinators or Child Protection.

Example – add entries for the LAC designated staff:

To enter the designated person click on **Add** under the section required (ringed in red above). Enter the Forename, Surname, Staff Type, Date Started Role (01/01/1980 if unknown) and the training dates (if known or appropriate).

The screenshot shows the 'Add Entry' form for Designated Staff. The form has a title 'Add Entry' and a subtitle 'Add Entry'. It contains the following fields: 'Responsibility' (LACCoordinator), 'Forename' (Fred), 'Surname' (Jones), 'Staff Type' (Teacher), 'Date Started Role' (01/09/2008), 'Date Role Expires' (empty), 'Date Trained' (15/10/2008), 'Date Training Updated' (empty), and 'Date Training Expires' (empty). At the bottom of the form, there are two buttons: '<< Back' and 'Add'.

Click **Add** when complete or << **Back** to abandon the entry.

You will see the entry added to your list.

Designated Staff								
MySchool								
Looked After Children								
Name	Staff Type	Date Started Role	Date Role Expires	Date Trained	Date Training Updated	Date Training Expires		
Fred Jones	Teacher	01/09/2008					Update	Archive
Add							View Archive	

You will need to repeat this to show the Governor with LAC responsibility. When you have entered this your entries should look similar to:

Designated Staff								
MySchool								
Looked After Children								
Name	Staff Type	Date Started Role	Date Role Expires	Date Trained	Date Training Updated	Date Training Expires		
Mary Smith	Governor	01/01/1980					Update	Archive
Fred Jones	Teacher	01/09/2008					Update	Archive
Add							View Archive	

To change any of the details select **Update** (ringed in orange above) next to the entry to be amended, make the changes and click Update or **<< Back** if the changes are not required.

When the role changes to a new person make sure you **Update** the entry to add the **Date Role Expires**. This entry can then be archived, put into a history of the post, by selecting and confirming **Archive** (ringed in black above). A new entry can then be **Added** for the new staff member.

Note: archived entries can be viewed by clicking on **View Archive**; however, there is no way of returning staff from the archive.

Please ensure that you repeat the above for all three categories of responsibility.

Thank you for your help in keeping this information up to date.

If you have any queries please contact:

- for queries on entering and maintaining this data – Jackie Goodson (01603 222585);
- for Designated Teacher for Looked After Children – [Wendy Rudd](#) (01603 307742);
- for Special Educational Needs Co-ordinator – Gillian Hiles (01603 638196); and
- for Designated Teacher for Child Protection – Kelly Waters (01603 307729)