

The Local authority inspection sharing site

Ofsted will be using a new method of file-sharing between the inspection team and local authorities during the Inspection of Local Authority Children Services (ILACS) from April 2018.¹

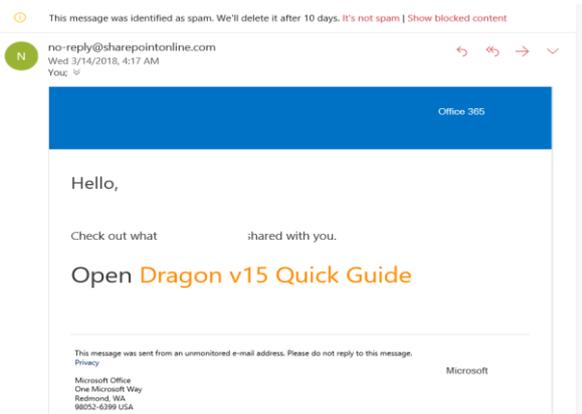
This guidance shows local authorities how to access the inspection sharing site.

1. Accessing the site

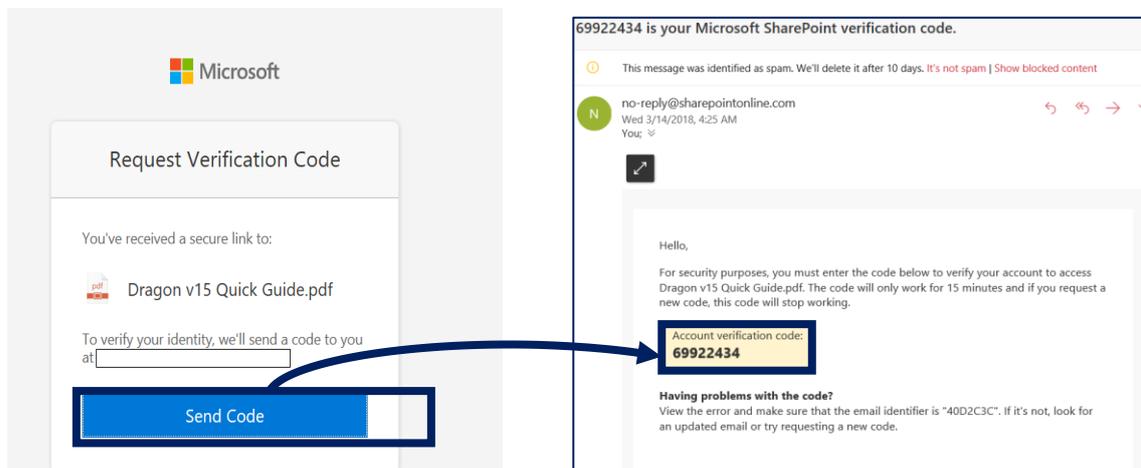
- 1.1. Five days before the inspection, the local authority will be asked to send the email addresses of all individuals who will share information with the inspection team to protectionofchildren@ofsted.gov.uk.
- 1.2. These individuals will then receive an invitation email from Ofsted which may look like the example below.
- 1.3. Click the external sharing site link from the invitation email.

Note: Check the Junk or spam folder, if you can't find the invitation email in your normal inbox. If they still cannot find it, they may need to check with your IT services team as these emails are occasionally blocked. Please note the code will expire within 15 minutes. After this time the external users will need to request a new code.

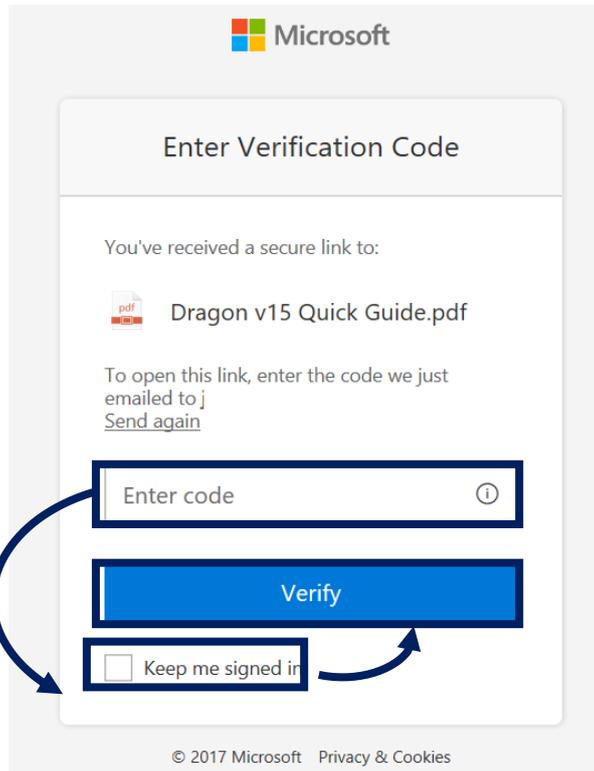




1.4. You will be prompted for a **verification code**. This can be generated by clicking **Send Code**. You will then receive an email with the code.



1.5. Enter the verification code in the email into the **text box**, tick the box where it states **Keep me signed in** and click **Verify**.



1.6. Once you have signed in successfully you will be able to see the inspection folder.

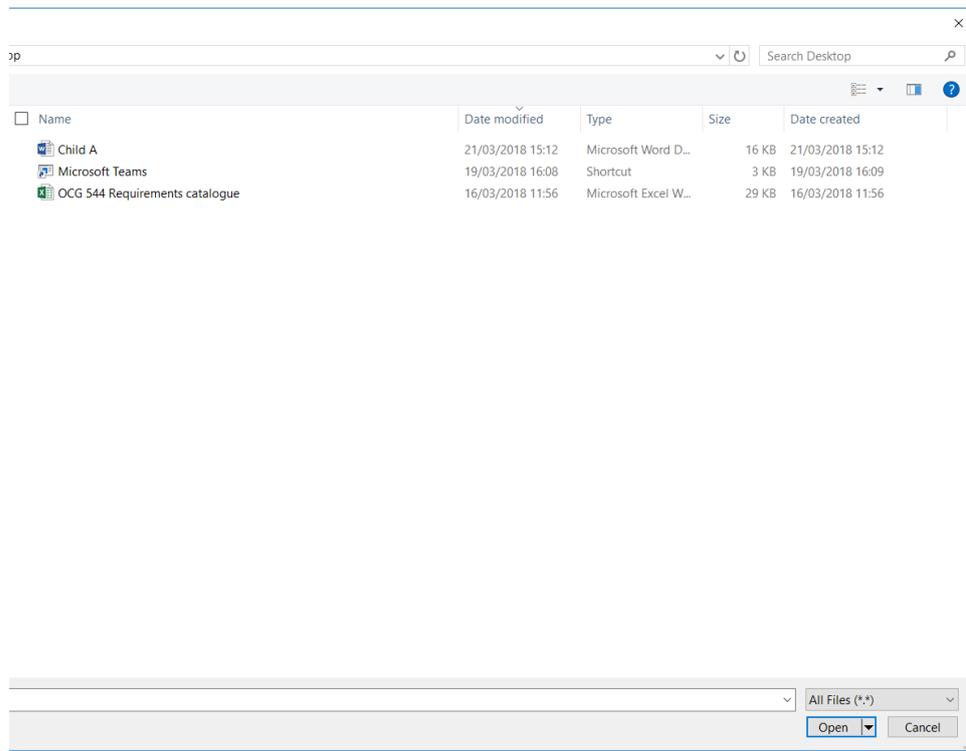
Documents > Local Authority > 2018-08 Local Authority Standard Inspection

 Name ▾	Document Type ▾	Modified ▾
 Audits		22 February
 Case Files		22 February
 Child-level Data		22 February
 Inspection Report and FAC		22 February
 Management Information		22 February

2. Uploading documents to the SharePoint site

2.1. View the inspection folder and decide where is most appropriate to save the document that you wish to upload. Open this folder by clicking on it.

2.2. Click upload and select the document that you wish to add to the folder.



2.3. The file should now be visible in the SharePoint site and can now be seen by the inspection team and considered as part of the inspection. Please do not upload any information that you do not wish to be viewed by the inspection team immediately following this step. It is inadvisable therefore to add documents to this site which you may subsequently wish to be amended or deleted.

Documents > Local Authority > 2018-08 Local A... > Child-level Data

Name	Document Type	Modified	Modified By
Child A.docx		A few seconds ago	Steven Wiltshire

2.4. At the end of the inspection, Ofsted will remove your access to this folder.

2. File path names and filing structures

- 1.1. Local authority nominees can create sub-folders within the structure provided to help organise their information. However, they should not create an unnecessary number of layers in the folder structure. This can make documents difficult to find and, in some cases, prevents inspectors from opening them.
- 1.2. Local authority nominees should follow these good practice tips to prevent avoidable requests to re-organise or help locate particular documents:
 - If a particular folder is likely to contain only a small number of documents, you do not need to add sub-folders to organise this information.
 - Make sure that documents have concise and meaningful names.
 - Use familiar acronyms to help keep file names concise such as:
 - Early Help - EH
 - Child Sexual Exploitation - CSE
 - Private Fostering - PF
 - Help and Protection - H and P
 - Children in care - CIC