

## Every Child Matters

### Guidance for Children Leeds Website content

The Children Leeds website represents the Children Leeds partnership. Partners are actively involved in supplying content for the site.

Send any Children's Services related articles to Deborah Rose at [deborah.rose@leeds.gov.uk](mailto:deborah.rose@leeds.gov.uk) or for further information call 0113 224 3959.

The following check list will guide you when submitting articles:

#### Format of articles

- Articles/ text content to be brief (150 words).
- Write in plain English and bullet point are useful.
- Supply documents in word format.
- All documents will be converted to pdf's unless otherwise stated and these can not be altered. If you have a document which will need a different format please state this for example, to use word for an application form that can be detached and filled in.
- Mention relevant contact details for the article, web addresses and how people can get involved where relevant
- We will need to know the date of when articles/ documents needs to be archived (when the information becomes out of date)
- All content is subject to approval and editorial process by DCSU including all new pages
- Please check the content submitted is correct as all changes must be done prior to submitting
- If you want to feature on a particular page then please let us know by looking at the below list. For any large scale piece of work or news then the latest news section on the homepage might be appropriate

#### Sections Include:

- [Home \(Latest News\)](#)
- [About Us](#)
- [News](#)
- [Contact Us](#)
- [Newsletter](#)
- [Minutes](#)
- [Recent resources](#)
- [Children Leeds Organisation](#)
- [Links](#)
- [Archived documents](#)

#### Images

- Any images sent for latest news items must be saved as a Jpeg
- If you do supply images, consent must be given by the children and young people. Written permission from parents of children under 16 must be kept as a record

## **Every Child Matters**

**The following articles themes are always welcome:**

- Every Child Matters agenda
- Children Leeds partnership focus
- Communicate key changes in Children's Services such as new appointments, staff structures, contact details and relevant web addresses
- News/ current initiatives
- Selected conferences and events for those working in children's services
- Participation/ involving children and young people
- Training/ Workforce reform
- Good practice/ case studies
- Policy developments
- Specific issues such as teenage pregnancy, mental health, homelessness
- Funding/ resources