

Recording ND Profiles on the Insight Hub

We are pleased to inform you that we now have an opportunity for recording any ND profiles that have been completed for children within your school on the 'Insight Hub', school portal.

Every school has their own individual school portal for vulnerable pupil tracking, which pulls together various data sources for children who attend your school.

If you do not currently have access to this, then please speak to your DSL within school who will currently be familiar with the portal and will be able to submit the information for you.

We would recommend that you record any ND Profiles that you have already completed for children within your school, and then continue to record these as and when you complete them.

How to record on your school portal:

Child Advanced Search: Enter the child's name into the search function

Home Child Advanced Search Safeguarding Dashboard Vulnerability - RAG Ratings Family Support Plan Schools -

Dashboard > Child A
Child Advor

Enter Report Name for it to appear in my reports list

Sentinel Key:	contains	
Last Note Date:	equals	
Forename:	contains	
Middle Name:	contains	
Surname:	contains	
Forename Alternative:	contains	
Date Of Birth:	equals	
Gender:	contains	
Pronoun:	contains	
National Pupil ID:	contains	
Student ID:	contains	
NCY:	contains	
School Name:	contains	
Locality:	contains	
Dual Reg:	contains	

Select the appropriate child's record

Sentinel Key	Child Overview	Add Child Note
8624003		
8388312		

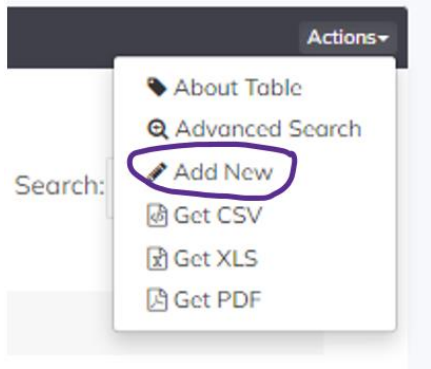
Select 'SEND' page from the left-hand menu

The image shows a vertical sidebar menu titled "Manage Person". It contains several colored buttons with text: "Overview" (green), "Safeguarding" (yellow), "RAG Rating" (pink), "Attendance, Exclusions, Timetable" (white), "SEND" (blue, highlighted with a red dot), "Exploitation Risk" (pink), "YOT" (green), "NEET" (yellow), and "Transition" (white).

Scroll down to the 3rd heading - ND Profile

The image shows a screenshot of a web application interface. It features three data tables. The first table is titled "Capita SEND Data" and has columns for Sentinel Key, Forename, Surname, Date Of Birth, Up ID, Student ID, SEN, and NCY. The second table is titled "SEN Needs" and has columns for Sentinel Key, SEN Level, Primary SEN, and Secondary SEN. The third table is titled "ND Profile" and has columns for Edit, Sentinel Key, ND Profile Completed, ND Profile Start Date, and ND Profile Review Date. The "ND Profile" heading is circled in purple.

Select the 'Actions' drop down function



Select 'Add New'

A screenshot of a form titled 'ND Profile'. The form contains the following fields and buttons:

- Sentinel Key: 8388272
- ND Profile Completed: A dropdown menu.
- ND Profile Start Date: A text input field with a 'Clear' button below it.
- ND Profile Review Date: A text input field with a 'Clear' button below it.
- Buttons: 'help' and 'Save'.

- ND Profile completed - Select 'Yes'
- Start Date - Enter date
- Review date - Enter approximate review date
- Select Save

This should then show up on the child's record

A screenshot of a table titled 'ND Profile'. The table has columns for 'Edit', 'Sentinel Key', 'ND Profile Completed', 'ND Profile Start Date', and 'ND Profile Review Date'. There is one row of data with the following values:

Edit	Sentinel Key	ND Profile Completed	ND Profile Start Date	ND Profile Review Date
	8388272	Yes	15/09/2022	24/03/2023

The table also shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous' and 'Next'.

If you have any problems at all in recording this information on the Insight hub, then please contact insighthub@portsmouthcc.gov.uk for technical