**Leicester City Council Children & Young People’s Service Procedures Manual**

**A Quick Guide**

Welcome to the new Manual. This is a single online source of information for relevant legislation, statutory & non-statutory guidance, good practice and research & learning.

It contains policies, procedures and other information to help you do your job. If you do not already have a desktop link, it is <http://www.proceduresonline.com/llr/childcare/leicester_city/index.html>

You should still go to the LSCB Manual for multi-agency safeguarding procedures.

**Using the Manual**

* Open the Manual. Look or click down the **Contents** list for the areas you need, or try a search.
* Click on the section you want. The core text in each chapter is usually statutory information and other material that applies to all local authorities.
* Make sure you take a look at the local information in the **footer** of each chapter. This is where you will find a link to Leicester’s own policies, procedures.
* The other key area is **Local Resources.** This area is under construction and we will be adding more information that is specific to Leicester– policies, procedures, forms, templates etc.
* Easy!

**Main areas of the Manual**





The Manual has been developed with Leicestershire and Rutland. If you need to see their Manuals, follow this link: [www.proceduresonline.com/llr/childcare](http://www.proceduresonline.com/llr/childcare)