**Where do I find West Sussex’s Policies and Procedures for Children’s Services?**

We are currently adding all the procedures to our on-line system, known as Tri-X.

There are three easy ways of accessing:

* There is a tile on the home page. If you click on “Task Centre”, wait a couple of seconds, the home page will expand. If you scroll down to “**Online systems**”, there is a tile, on the left hand side of the screen, for “**Access Children’s Services Procedures**”. The tile is in blue.
* Save the link to favourites:

<http://www.proceduresonline.com/westsussex/cs/>

* Through the Internet – just google ‘West Sussex Tri-x’

If you cannot find the procedure you are looking for then please contact; Amanda Cole, Group Manager Policies and Procedures who is happy to assist.

email: amanda.cole@westsussex.gov.uk or; Di Brady, Interim Manager; diane.brady@westsussex.gov.

We are also continuously adding to and updating our policy and procedure framework and require anything you are currently using locally to be forwarded to the above e-mails – if you don’t want to lose it – you need to send it!