

Procedures and Practice Guidance

How to navigate the
online manuals..



Introduction

Your procedures manual is produced and maintained by tri.x

The manual contains all procedures, is kept up to date and is the definitive version. Any hard copies of old manuals/procedures should be destroyed.

The manual is updated twice each year. 'Urgent' changes resulting from inspection or CSPR will be made between planned updates, if necessary, and local contact details will be updated as and when required.

The manual is hosted online by tri.x so it is available 24/7. It is regularly backed up and archive copies are taken, so you can refer (via tri.x) to a previous version if necessary.

Accessing the procedures manual:

The procedures manual can be accessed from anywhere via any suitable device with an internet connection.

So, in addition to being accessed from a desktop computer, it can be accessed, during visits, at court, etc, using laptops, smartphones and tablet computers (provided there is an internet connection available).

You can access it via this link: <https://www.proceduresonline.com/northumberlandcs/>

You may also need to refer to the **North and South of Tyne Safeguarding Children Partnership Procedures Manual**: <https://www.proceduresonline.com/nesubregion/>

And the **Adopt North East Regional Adoption Agency procedures manual**: <https://www.proceduresonline.com/adoptnortheast/raa/>

Bookmarking/Adding to Favourites..

In the menu bar, click on the star icon.

This will bookmark/add to Favourites (varies slightly between internet browsers).

The screenshot shows a web browser window with the address bar displaying "proceduresonline.com/northumberlandcs/". The page title is "Northumberland Children's Services Procedures Manual". The page content includes a "News Heading" section, a "Welcome to the Northumberland Children's Services Procedures Manual" section, and two buttons labeled "Contents" and "Amendments". A blue arrow points from the text box on the left to the star icon in the browser's address bar.

Navigating the Procedures Manual..

Contents

- full contents list

Amendments

- table of the most recent updates to the procedures

Documents Library

- additional local information

Working Together

- tri.x formatted version

Register for Updates

- you will be alerted when the procedures are updated

Values

- overarching values and principles

This is the 'index' or 'welcome' screen – buttons

Contents

Amendments

Document Library

Working Together to
Safeguard Children

Register for Updates

Values

Navigating the Procedures Manual..

Contents

- full contents list

Resources

- links to Glossary (alphabetical list of 'keywords' used in the procedures)
- Documents Library (uploaded locally) – includes forms and practice guidance and other useful stuff!
- Contacts (alphabetical list of useful national contacts)
- Regulatory Framework

Using this Manual

- includes the dates of the next update

SCP Procedures

- Link to **multi-agency safeguarding procedures** (including child protection conferences) and practice guidance

Welcome screen - tabs

The screenshot shows the 'Welcome screen - tabs' for the Northumberland Children's Services Procedures Manual. The header features the Northumberland County Council logo and the title 'Northumberland Children's Services Procedures Manual'. Below the header is a navigation bar with tabs: 'Home', 'Contents', 'Resources', 'Using this Manual', and 'SCP Procedures'. There is also an 'Accessibility' dropdown and a 'SEARCH' button. The main content area has a 'News Heading' section and a 'News' section. The main heading reads 'Welcome to the Northumberland Children's Services Procedures Manual'. The text below the heading states: 'Welcome to Northumberland children's services procedures manual which is produced and maintained in partnership with tri.x. This replaces all previous procedure manuals. Please see '[Using this Manual](#)' for details about the way this manual works. For further details, or if you would like to recommend a document to be included in the document library or an amendment to an existing document, please contact Saira Park (Saira.Park@northumberland.gov.uk). Practitioners may also need to refer to the [North and South of Tyne Safeguarding Children Partnership Procedures](#). In addition to the policies and procedures within the content section, there is the document library section which contains guidance, forms, templates, flowcharts and information. This is where you will find tools to help you in your work with children, young people and their families. Adoption services are now provided through [Adopt North-East](#) the regional adoption agency for Northumberland and for other neighbouring authorities in the north-east. Adopt North-East should be contacted for access to updated adoption procedures.' At the bottom, there are two buttons: 'Contents' and 'Amendments'.

Navigating the Procedures Manual.. printing

Pages have a 'print' icon.

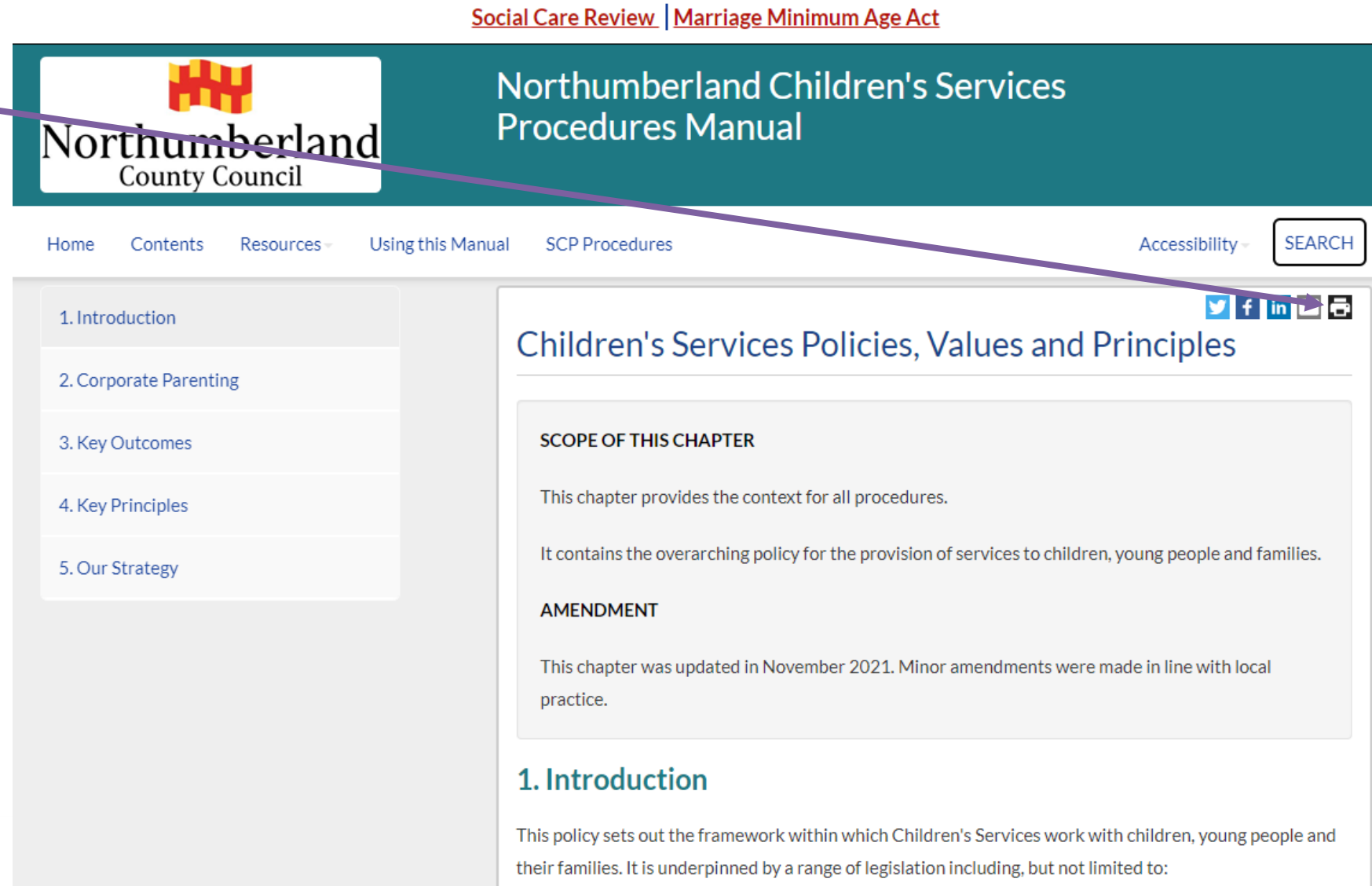
Users can print individual chapters FOR REFERENCE.

Watermark will appear on print saying it is only valid for 72 hours.

The whole manual CANNOT be printed out.

The manual is updated regularly; therefore hard copies could be out of date.

Social Care Review | Marriage Minimum Age Act



Northumberland
County Council

Northumberland Children's Services
Procedures Manual

Home Contents Resources Using this Manual SCP Procedures Accessibility SEARCH

1. Introduction
2. Corporate Parenting
3. Key Outcomes
4. Key Principles
5. Our Strategy

Children's Services Policies, Values and Principles

SCOPE OF THIS CHAPTER

This chapter provides the context for all procedures.

It contains the overarching policy for the provision of services to children, young people and families.

AMENDMENT

This chapter was updated in November 2021. Minor amendments were made in line with local practice.

1. Introduction

This policy sets out the framework within which Children's Services work with children, young people and their families. It is underpinned by a range of legislation including, but not limited to:

Navigating the Procedures Manual.. Look at a chapter

This is the 'typical' layout of a chapter

Many include a 'Scope Box' at the top providing information about the scope of the chapter and details of any related guidance or other documents/websites

There will be a Contents List at the side of each chapter and users can click on section titles to jump straight to them.

Within chapters, cross references will be highlighted in blue. You can click to access them.

References might be to chapters within the manual, or to documents elsewhere (e.g. intranet, websites, or Safeguarding Procedures Manual)

From the Contents List, choose Chapter 1.3.4 Child Protection Enquiries (Section 47)

Home Contents Resources - Using this Manual SCP Procedures Accessibility - SEARCH

1. Initiating Section 47 Enquiries

2. Purpose of Section 47 Enquiries

3. Conducting Section 47 Enquiries

4. Outcomes of a Section 47 Enquiry

5. Recording Section 47 Enquiries

6. Dispute Resolution

understanding of their situation; assess their relationships and circumstances more broadly;

- Speak to both parents and/or caregivers and determine the wider social and environmental factors that might impact on them and their child; including parents who live away from the family home. See [North and South of Tyne Safeguarding Children Partnership Procedures, Engaging with Fathers, Male Partners or Carers](#);
- Systematically gather information about the child's and family's history;
- Analyse the findings of the Assessment and evidence about what interventions are likely to be most effective with other relevant professionals to determine the child's needs and the level of risk of harm faced by the child to inform what help should be provided and act to provide that help; and
- Follow the guidance set out in [Achieving Best Evidence in Criminal Proceedings: Guidance on interviewing victims and witnesses, and guidance on using special measures](#), where a decision has been made to undertake a joint interview of the child as part of any criminal investigation.

The social worker, when conducting a Section 47 Enquiry, must assess the potential needs and safety of any other child in the household of the child in question. In addition, Section 47 Enquiries may be required concerning any children in other households with whom the alleged abuser may have contact.

In determining which professionals should be involved in a Section 47 Enquiry, consideration could include who are the family most likely to cooperate with. In all cases where there is a known propensity to violence

Navigating the Procedures Manual..

Local Contacts and List of Agency Decision Makers

- Local useful contacts
- Nominated Officers/Designated Managers who can give specific authorisations.

From contents list.. Go to Section 6

6. Contacts, List of Agency Decision Makers and Appendices

- 6.1 [Local Contacts](#)
- 6.2 [List of Agency Decision Makers, Designated Managers and Nominated Officers](#)
- 6.3 [Working Together to Safeguard Children](#)
- 6.4 [Amendments](#)

Search facility

- Choose whether to search the main procedures
- or any supplementary local information in the Documents Library

Search box at top of every page

The screenshot shows the top of the website with the Northumberland County Council logo and the title 'Northumberland Children's Services Procedures Manual'. A search box is located at the top right. Below the search box, there are two search options: 'SEARCH PROCEDURES' and 'SEARCH DOCUMENTS LIBRARY'. The search facility includes instructions on how to use search terms, such as using double quotes for exact phrases and asterisks for partial words. It also features a search input field, a 'Submit' button, and a 'Results per page' dropdown menu set to 10. The 'Match' options are set to 'any search words'.

Remember..

Using your online procedures manual means that you are looking at the correct and most up-to-date version. Any previous procedures must NOT be used as these will be out of date.

You can access your online procedures anywhere with an internet connection. Procedures can be printed for short-term use but should not be retained as the procedures are frequently updated.

Ofsted will expect you to be familiar with your procedures manual and how to access procedures relevant to your area of practice.

You should Register for Alerts to keep yourself updated.

Those links again.. *Click on image*

Single agency
(Children's Services)



Northumberland Children's Services
Procedures Manual

Multi agency
(Safeguarding and
Child Protection)



North and South of Tyne Safeguarding Children
Partnership Procedures Manual

Adopt North East
(adoption)



Adopt North East Policies, Procedures and Guidance
for Staff