

Registering for Updates

If you would like to be informed of any updates or amendments to the manual you can register your email address to receive a notification when the manual is updated please see our separate guidance 'How to register for policy updates'.

Compliance

Every effort has been taken to ensure regulatory compliance. If you discover any errors or mistakes in our procedures manual, please alert the Business Office.

Printing the Manual

The Manual should normally be viewed online but can be printed, for reference only. Please note the Manual will be updated regularly, so staff should avoid retaining printed versions - hard copies are only valid for 72 hours.

Adding Local Documents and Resources

If you have any documents that you feel would be beneficial for all practitioners to have access to in Northamptonshire. These can be added to the Local Resources section of the Manual. Please contact the Business Office to add documents.

Contact Us

The NSCB Business Office can be contacted via the details below:

Northamptonshire Safeguarding Children Board

John Dryden House

8-10 The Lakes

Northampton

NN4 7YD

Tel: 01604 364036

E-Mail: nscb@northamptonshire.gcsx.gov.uk

This leaflet can be made available in other languages and formats upon request.



The NEW NSCB Procedures Manual

A screenshot of the Northamptonshire Safeguarding Children Board Procedures Manual website. The page has a dark blue header with navigation links: Home, Contents, Resources, and Using this manual. A search bar is located on the right side of the header. The main content area is white and contains a welcome message: "Welcome to the Northamptonshire Safeguarding Children Board Procedures Manual August 2016". Below the welcome message, there is a grid of six buttons: Reporting Concerns (with a warning icon), Contents, Local Safeguarding Children Board Website, Register for Updates, Working Together to Safeguard Children 2015, and Amendments. At the bottom of the page, there is a footer with a Privacy Policy link, Desktop | Mobile | Responsive text, and the tri.x logo.

Practitioners Guide

About the Procedures Manual

The manual is your 'one stop shop' for all Policies, Procedures, Templates, Toolkits and Risk Assessment Tools for use in Northamptonshire. The manual can be accessed via any suitable device with Internet access, i.e. Laptop, Tablet and Mobile phone and is available 'on the go' 24/7. The manual aims to be Concise, Accessible and Efficient in providing you with all the tools you need to make effective assessments and referrals.

The manual can be accessed at the address below or via the NSCB website:

www.northamptonshirescb.org.uk/pm

Functionality of the Manual

The opening page of the manual is referred to as the Home Page or Welcome Page.

Toolbar – The blue bar across the top of the page is static and appears on every page. It is a navigation tool to access different areas of the manual.

Home – When navigating through the manual click on '**Home**' on the toolbar to return to the start of the manual.

Contents – This takes you to the main contents of the manual which contain the procedures and chapters.

Resources – features a drop down menu of options as follows:

- **Glossary** – links to an online glossary of definitions for key terms.
- **Local Resources** – this area is a 'documents library' managed by the NSCB containing useful documents, forms and leaflets divided into headings reflecting the contents of the manual.
- **Contacts** – A list of contact details for key national organisations.
- **Briefings and Practice Guides** – Access to briefings and guides published by tri-x aimed at informing practitioners about government policy, changes in legislation and to enhance good practice.

Using this Manual – This contains further guidance to all of the features of the manual, including the best way to access on tablets, mobile phones and text re-sizing.

Home Page

There are grey buttons which also take you to different parts of the manual by clicking on them. These include:

Contents - This takes you to the main contents of the manual which contain the procedures and chapters.

Amendments – At each manual update the amendments will be detailed in this section. Over time this will build a summary of all changes made to the manual.

Reporting Concerns – This takes you straight to all of the contact details and referral forms needed to refer a case to the Northamptonshire Multi Agency Safeguarding Hub (MASH).

Local Safeguarding Children Board Website – Provides a direct link to the NSCB website home page.

Register for Updates – Complete your details and receive an e-mail alert every time the manual is updated.

Working Together to Safeguard Children 2015 – This directs you to a web-enabled version of the latest 'Working Together' document.

Contents

This section is split into **Sections**, then **Chapters**. You can jump to different sections by clicking on the **Quick Links**. Each section contains relevant chapters / procedures.

Many chapters include a '**Scope Box**' at the top detailing information about the chapter and links to other relevant chapters and related guidance in the manual. There is a contents list at the top of each chapter which by clicking on can jump you to that part of the chapter. Blue highlighted text denotes a '**hyperlink**' by clicking on these you are taken to other relevant definitions, chapters, documents or guidance contained within the manual or on external websites.

Top Tip – Searching, when searching through a chapter or the manual use the Ctrl + F function to search for specific words or terms.