

## Cumbria Local Safeguarding Children Board Procedures Manual – User Guide

Link - <http://cumbrialscb.proceduresonline.com/>

The following notes will help you to become familiar with the Procedures Manual.

Please spend some time familiarising yourself with the various aspects of the Manual and configure the size of the display so it is comfortable for you to use.

### Homepage

This is the page users 'land on' when the Manual is open. It contains brief information and is the gateway to the rest of the Manual.

- **Notes:**
  - We recommend you add the manual to your Favourites.
  - You will be able to access the manual from most mobile devices e.g. web enabled mobile phones, I-Pads and other tablets.

The **Toolbar** fixed on left hand side of the screen – this is always there whatever sections of the Manual you're in.

Use the links/buttons on the toolbar to access and use the Manual's functions.

The screenshot shows the homepage of the Cumbria Local Safeguarding Children Board Procedures Manual. On the left is a green sidebar toolbar with the following elements: the Cumbria LSCB logo, a 'Home' button, a 'Contents' section with expandable links for 'Core Procedures', 'Safeguarding Practice Guidance', 'Learning and Improvement', 'Roles and Responsibilities of LSCB', and 'Appendices and Protocols', a 'Documents Library' button, a search box with a 'Go' button, and a font size selector with four buttons labeled 'a', 'a', 'a', and 'a'.

The main content area has a white background with a green border. At the top, it displays the title 'Cumbria Local Safeguarding Children Board Procedures Manual' and the date 'March 2015'. Below this, it says 'Please see the [How to use this Manual](#) for details about the way this manual works.' A grid of six buttons is shown: 'Reporting Concerns' (with a warning icon), 'Working Together to Safeguard Children 2013', 'Local Safeguarding Children Board Website', 'Keywords and National Contacts', 'How to use this Manual', and 'Register for Updates'. Below the grid, there is a link: 'Click here to view the [tri.x Policy Briefings and Practice Guides](#).' A disclaimer follows: 'The content of this website can be accessed, printed and downloaded in an unaltered form, on a temporary basis, for personal study or reference purposes. However any content printed or downloaded may not be sold, licensed, transferred, copied or reproduced in whole or in part in any manner or in or on any media to any person without the prior written consent of tri.x and Cumbria Local Safeguarding Children Board.' At the bottom, there is a 'powered by tri.x' logo and two icons for 'W3C XHTML 1.0' and 'W3C CSS'.

**Home** - Accesses the contents of the Manual as a whole – access to chapters can be made in this way, or, via the sections of the Manual, described below.

**Keywords** - Provided by Tri.x and is a generic resource used in all Tri.x Manuals. It doesn't contain 'local' information but is kept up to date, so users are always able to access up to date definitions/information.

**How to use this Manual** - Is an aide to getting a user started. There's useful information about the Manual, including a summary of what was amended in the last update. It's a useful guide and indicator to recent changes in Legislation and Policy - nationally and locally. It will also include information about who to contact to contribute to Manual updates.

**Register for Updates** - Users should provide their name and email address to be alerted when the Manual is updated. They will also receive email notification of Tri.x Policy updates when these become available.

**Search** - The [search](#) engine searches the Manual, not the internet. Type in the term of what you are looking for and then browse/refine the results.

**Size options** - You can change the size of the text and choose hi-visibility mode.

## Chapters

Chapters usually have Scope Boxes, identifying the focus of the chapter.

Chapters contain hyperlinks (identified in green text), which:

- Link to a Section of the chapter;
- Link to another relevant/connected chapter in the manual;
- Link to a Keyword or National organisation – providing further information;
- Link to a relevant website;
- 'Designated Manager' – Senior Manager responsible for decision-making etc.

Users can jump back to the main contents list from anywhere in the Manual, using the toolbar/menu on the left of the screen.

- **Please note** the [Print](#) icon in the top right hand corner. It is recommended that any printed chapters are kept for 72 hrs only, to avoid the risk of the chapter being replaced / updated, and therefore the printed information becoming inaccurate.

It is fundamental that paper manuals, preceding 20 March 2015, existing in whole or part, should be shredded and this manual used exclusively.

## Feedback

It is important that we receive your feedback on any suggested improvements on the new manual. If you have any feedback/queries please contact the LSCB Office at [LSCB@cumbria.gov.uk](mailto:LSCB@cumbria.gov.uk).