



**No: 016**  
**16 January 2013**

## **One Minute Guide:**

### **Redbridge Children's Trust Procedures Manual - Tri.x**

#### **What is it?**

The policies and procedures currently found on Redbridge's Intranet page have been updated into an easily accessible and organised web based manual created by a company called Tri.x (pronounced 'Try-Ex'). The manual contains all of the Children's Trust's most up to date polices, procedures, guidance and forms.

#### **Why are we doing it?**

The policies and procedures, which are located on the Council's Intranet system, were due to be reviewed and staff feedback indicated that not everyone found it easy to access the most up to date version of each document. It was decided that a means of cross referencing material and incorporating a search engine would be effective and user friendly. The process of moving to this new system has been underway since May 2012.

The benefits of the new Tri.x system include:

- √ Ease of access anywhere as it's web based
- √ All services can view policies and procedures of other teams
- √ Clearly defined links which take you to other resources directly
- √ Search engine by keywords
- √ Forms library
- √ Areas accessible by the general public, which can support FOI requests
- √ The process of updating policies and procedures is more efficient
- √ Staff can receive automatic alerts when the manual is updated

Improved accessibility and ease of use will help bring the policies 'to life' and ensure that they are embedded into practice.

#### **When it is happening?**

Tri.x will be available to staff from 22 January 2013. Further information relating to support will be cascaded via e-mail. On Monday 21 January 2013, an email will be sent out to the Children's Trust with a snap shot view of the Main Home Page, a Quick Guide,

which will need to be read before accessing the Manual, and a view of the Procedures Page in order to get you acquainted with the contents of the manual before it goes live.

### **Who are the key players?**

Tri.x has been established for over 10 years and works with 110 Local Authorities, including 85% of London Boroughs (as at January 2013). Tri.x are also working with the London Safeguarding Board in the production of a web-enabled version of the new London Child Protection Procedures.

Michelle Johnson, Quality Assurance Officer, is the link person between LB Redbridge and Tri.x. She can be contacted on 0208 708 5508. Any queries or comments can also be emailed to [michelle.johnson@redbridge.gov.uk](mailto:michelle.johnson@redbridge.gov.uk). Feedback can also be sent to [CSStafffeedback@redbridge.gov.uk](mailto:CSStafffeedback@redbridge.gov.uk)

Chief Officers and Heads of Service will continue to provide updated policies and procedures for their particular area. Once agreed, any new or revised policies and procedures will be sent to Tri.x, via Michelle Johnson, and they will be added to the Redbridge Children's Trust Procedures Manual.

Once the site has gone live, the policies and procedures located on the Council's Intranet page will be phased out.

### **Where can I learn more?**

Below is the link to the Tri.x website.

<http://www.trixonline.co.uk/website/index.htm>

The page below provides information on the free briefings available from Tri.x which are based on national developments, including changes in best practice guidance and the law. These briefings are a helpful and concise way of keeping up to date.

[http://www.trixonline.co.uk/website/news/news\\_index.html](http://www.trixonline.co.uk/website/news/news_index.html)