Checklist for embedding 4LSAB policies and guidance

Introduction

The Safeguarding Adults Boards in Portsmouth, Southampton, Hampshire and Isle of Wight (4LSAB) produce a wealth of policies, procedures and guidance on a range of topics relevant to safeguarding adults. While the 4LSAB are responsible for writing, updating and promoting these documents, they will only truly be effective if they are fully embedded into all organisations. The checklist below is intended for all organisations to use to ensure that a new or updated 4LSAB document is embedded in their own practice and procedures.

Checklist for agencies

☐ **Communication** - who in your organisation needs to know about the new/updated document? This will include operational staff and volunteers, but think also about other teams, such as complaints, quality, or information governance. How will you communicate with each group? This may include written communication through newsletters/intranet updates/noticeboards, but think also about cascading information through team meeting structures.

☐ **Training** - does your training include reference to the new/updated document? This could be direct links to the document which may need updating, or course content that may need to be amended. Are the people delivering the training aware of the new/updated document? This includes any training commissioned from external trainers. Consider e-learning as well as course materials such as slides and handouts. Do you need to consider developing or commissioning new training on this topic?

☐ **Standard operating procedures** - does the new/updated document have any implications for how your organisation operates? Areas to consider could include:
   • Contracts/commissioning
   • Case recording practice
   • Timescales
   • Administrative arrangements
   • IT systems
   • Data collection and reporting
   • Recruitment
   • Staffing/management structures and skills mix
   • Decision making processes
   • Information governance/data sharing

- ☐ **Documentation** - are there any updates needed to your internal documents? This could include forms/templates/checklists for staff or the public, internal policies and procedures, websites, contacts/directories.
- ☐ **Service users, families and carers** - do you need to communicate any changes to the people you work with? Do you need to involve or consult with your service users when you are making any changes as a result of a new/updated document?
- ☐ **Internal governance/sign-off process** - does the new/updated document need to be noted at any specific meetings? Do any changes required for your internal policies or procedures require sign-off? How will you assure yourself that any changes you have made as a result have been embedded and are effective?