

Detailed Implementation Plan

Preparation – Purpose, commitment and planning

- Work with leadership to articulate the purpose and goals of implementing Signs of Safety
- Establish steering committee (and key governance arrangements)
- Develop the implementation plan
- Access briefings on Signs of Safety for all or targeted staff
- Commence communicating the clear and focused organizational commitment to Signs of Safety

Signs of Safety licensed trainers and consultants key support

- Work with leadership and key staff to articulate the purpose and develop the implementation plan
- Provide key descriptive and evidence base materials

Months 1–3 (indicative): Basic training and organizational building blocks

- Develop a Signs of Safety policy or ‘charter’
- Formally launch the Signs of Safety implementation
- Commence basic training in Signs of Safety for all staff
- Commence two-year formal development program for supervisors as practice leaders
- Leadership demonstrates strong, visible senior management engaged with the day to day experience of staff and demonstratively focused on practice
- Commence development for steering group and organizational leadership on implementation and key practice issues
- Focus management arrangements to access regular feedback from families and workers
- Focus monitoring on a limited set of KPIs that are already collected to assess interrelated case trends

Signs of Safety licensed trainers and consultants key support

- Work with leadership and key staff to develop the Signs of Safety policy or ‘charter’
- Provide basic training courses (2 to 3 days)
- Provide developmental programs for practice leaders
- Provide consultancy for development of steering group and organizational leadership on implementation and key practice issues

Months 3–6 (indicative): Advanced training, policy alignment and partner engagement

- Complete basic training in Signs of Safety for all staff
- Access advanced training in Signs of Safety for supervisors and other practice leaders (5 days) (3 months after basic training)
- Leadership models key aspects of Signs of Safety in day to day leadership and management
- Build engagement with partner agencies, consistent with the extent of interface, through learning, formal agreements, information sharing and collaborative practice
- Commence alignment of policies and procedures with the Signs of Safety practice

Signs of Safety licensed trainers and consultants key support

- Provide advanced training course(s) and complete provision of basic training course(s)
- Continue to provide developmental programs for practice leaders
- Continue to provide consultancy for development of steering group and organisational leadership

Month 6–9 (indicative): Aligned supervision, the Knowledge Bank and organisational capacity

- Align the supervision approach to Signs of Safety
- Commence group supervision for Signs of Safety case practice
- Consider accessing the Signs of Safety Knowledge Bank (exemplar case practice materials and implementation resources)
- Leadership overtly looks to foster a safe organisation for staff – building confidence that workers will be supported through anxiety, contention and crises

- Build further intake and assessment capacity as necessary
- Align policies and procedures with the Signs of Safety practice, and streamline policy wherever possible

Signs of Safety licensed trainers and consultants key support

- Support alignment of supervision, and group supervision, and policies and procedures
- Continue to provide developmental programs for practice leaders
- Continue to provide consultancy for development of steering group and organisational leadership
- Offer subscription to the Knowledge Bank
- Facilitate national and international engagement with the Signs of Safety Community

Months 9–12 (indicative): Application across the continuum of service and aligned quality assurance

- Develop locality plans in line with the whole of organization plan
- Access targeted training and develop implementation plans for adaptation of Signs of Safety (as “Signs of Something”) for the continuum of service (e.g. fostering and adoptions, at risk youth)
- Focus on demonstrating distributed leadership, sharing responsibility “from the front counter to the chief executive”
- Adapt quality assurance systems to reflect case audits and surveys of families and staff based on Signs of Safety results logic and fidelity studies

Signs of Safety licensed trainers and consultants key support

- Continue to provide developmental programs for practice leaders
- Continue to provide consultancy for development of steering group and organisational leadership
- Support application of Signs of Safety across key areas of service and the service continuum through targeted training, resources and planning
- Offer a Signs of Safety quality assurance system that can be adopted in whole or in part

Months 12–18 (indicative): Implementation review and targeted training

- Target training in line with the learning map and staff surveys, to develop specific skills for services or localities
- Implement adaptations and work-arounds to align case recording / information management systems
- Review implementation progress and revise implementation plan

Signs of Safety licensed trainers and consultants support

- Provide targeted training
- Continue to provide developmental programs for practice leaders
- Continue to provide consultancy for development of steering group and organisational leadership
- Support first annual review

Months 18–24 (indicative): Internal Gathering and integration of basic training

- Hold a major organizational learning event that showcases and shares practice (Internal Gathering)
- Work with licensed Signs of Safety trainer to begin integrating basic training into the organisation's training through an 'apprentice approach'
- Commence planning for development of a fully aligned case recording / information management system

Signs of Safety licensed trainers and consultants key support

- Support an internal Gathering
- Support integration of basic training
- Continue to provide developmental programmes for practice leaders
- Continue to provide consultancy and development for steering group and organisational leadership

Years 3–5: Aligned information management and targeted learning and development

- Target learning in line with the learning map and staff surveys, to develop specific skills for services or localities
- Targeted leadership development in line with Signs of Safety
- Review and revise aligned policies
- Annual implementation reviews and action plans

Signs of Safety licensed trainers and consultants support

- Provide targeted training and practice leader development in line with the learning map and staff surveys, to develop specific skills for services or localities
- Provide targeted leadership development
- Offer a Signs of Safety aligned case recording / information management System