WBSAB

Safeguarding and keeping safe
Western Bay Safeguarding Adult Board

GUIDEANCE ON THE DEVELOPMENT OF POLICIES, PROCEDURES, PROTOCOLS AND GUIDELINES

WESTERN BAY SAFEGUARDING ADULTS BOARD DOCUMENTS

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WBSAB - GUIDELINES ON THE DEVELOPMENT OF POLICIES, PROCEDURES, PROTOCOLS AND GUIDELINES

1.   POLICY STATEMENT

1.1   This document outlines the process for development, consultation, approval, dissemination, and review of National and WBSAB Policies, Procedures and Protocols.

2.   AIMS AND OBJECTIVES

THE PURPOSE OF THIS POLICY IS TO ENSURE THAT:

All written key documents comply in terms of their format and content.

There are systems in place for:

- Maintenance of a comprehensive index of all key documents

- Systems for consultation and approval of WBSAB documents

- Comprehensive arrangements for dissemination of WBSAB policies, procedures, protocols, and guidelines across the agencies

- Systems for review of such documents within an appropriate timescale

- Systems for consultations and approval of national documents.

3.   DEFINITIONS

STRATEGY
Is a long term plan designed to achieve particular goals or objectives which are supported by policies and / or procedures.

POLICY
A written statement of intent setting out the way in which an issue is to be managed by the LSABs. They are underpinned with evidence based procedures and guidelines and are mandatory, binding staff to follow them.

PROCEDURE
Set out a series of actions which, when taken in a required order, will achieve a desired outcome. Procedures set out the operational processes to be followed to meet the objectives of the policy. They must include reference of any researched evidence used.

PROTOCOLS
Provide step by step guidance. Within a protocol it must be clear by whose authority it is being implemented, what the scope of the protocol is and what should be done if practice is to be outside the protocol and reasons must be documented. Protocols are not mandatory; however, they are generally prescriptive.

GUIDELINES
Give general advice and recommendations for dealing with specific circumstances. They give options of how something might be carried out. Guidelines are not prescriptive and neither are they mandatory.

4. DEVELOPMENT OF WESTERN BAY SAFEGUARDING ADULTS BOARD DOCUMENTS

4.1 The need to develop new WBSAB Policies, Procedures, Protocols and Guidelines may emanate from a number of sources including:-

- Adult Practice Reviews

- HM Government and Welsh Government Legislation and Statutory Guidance

- All Wales Adult Protection Policy Review Group

- Regional and National Priorities.

See Appendix 1 for a diagram of how these factors influence the development of documents.

4.2 In accordance with the Equality Act 2006, all policies will be subject to an Equality Impact Assessment.

4.3 The language used within a key document should be plain English avoiding technical terms wherever possible. If technical terms are necessary or abbreviations desirable, they must be explained using a glossary / footnote.

4.4 In accordance with the requirements of the Data Protection Act 1998, names of individual staff must not be contained within key documents. Individuals with particular responsibilities can be identified by their job title only.

4.5 All WBSAB documents must comply with current legislation, national and professional guidance. Policies must be based on sound evidence and be appropriately referenced.

4.6 Where training is required to be able to implement a key document, this must be clearly defined.

4.7 A lead will be identified from the membership of the PP Sub Group to form a Task and Finish Group to develop / review / consult on relevant documents.

4.8 All documents developed must:

- Be font Arial type size 12 with headings in bold

- Be page numbered

- Be dated

- Include the WBSAB Logo on the front page

- Include details of the lead for the document - working group / post title

4.9 The Headings within the document should include the following:

- Introduction - background of document, why required
- Key Legislation and / or Statutory Guidance
- Definitions / Glossary
- Aims and Objectives - Who is it for? What will be the impact
- Roles and Responsibilities
- Impact Assessment
- References.

4.10 The completed draft document will be provided to the PP Subgroup for consideration and members will begin to develop individual agency dissemination plans (Appendix 3).

4.11 It is the responsibility of all members of the PP Subgroup to then circulate the draft document within their respective agencies.

4.12 All new or significantly revised key documents must be developed in consultation with the relevant target audience involving appropriate managerial, professional, clinical and staff representation as necessary. The period of consultation must be adequate to allow robust consultation i.e. not less than one week but possibly as long as eight weeks.

4.13 The Task and Finish Group will collate and consider any feedback from the consultation and develop a final draft version.

4.14 The final draft version will be considered and agreed by the PP Subgroup. The members of the group will also provide completed individual agency dissemination plans to the PP Subgroup Chair.

4.15 The document and individual agency dissemination plans will then be presented to the WBSAB for ratification.

4.16 The document will be ratified by the WBSAB.
4.17 The WBSAB Business Manager will inform the members of the PP Subgroup of the ratification.

4.18 The document will be disseminated across all relevant agencies according to their dissemination plan.

4.19 A quick reference flow chart of this process can be found in Appendix 2.

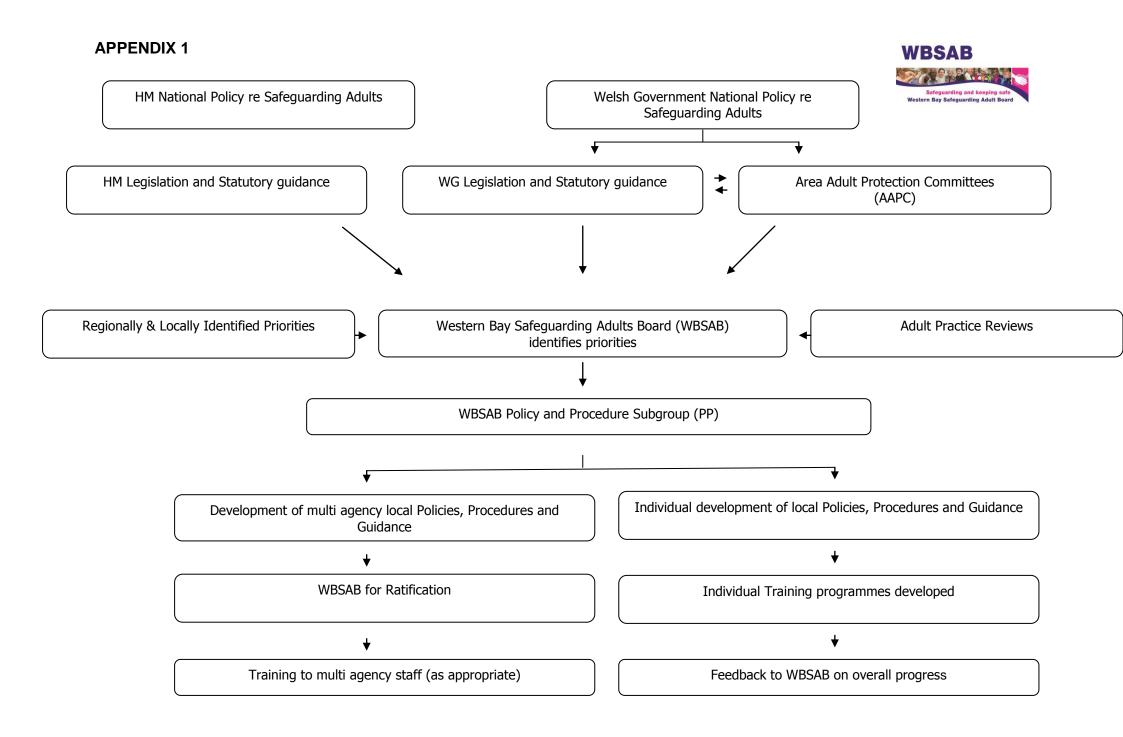## 5.   CONSULTATION AND RATIFICATION OF NATIONAL DOCUMENTS

5.1   The WBSAB PP will be responsible for responding to consultations on behalf of the WBSAB and recommending national documents for ratification by the WBSAB. Examples of national documents include:
- All Wales Protocols, Procedures and Practice Guidance
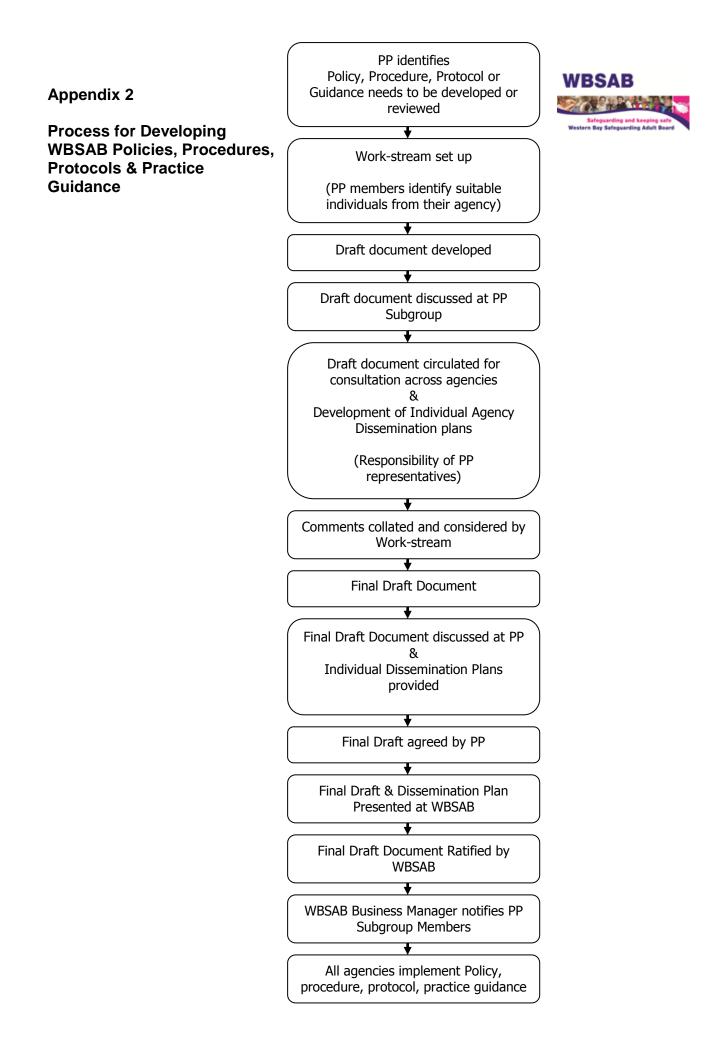- Welsh Government Statutory Guidance
- Information.

5.2   CONSULTATION PROCESS FOR NATIONAL DOCUMENTS

5.2.1 Relevant National documents which have been circulated for consultation will be considered by the WBSAB PP Subgroup.

5.2.2 Each agency representative will be responsible for consulting relevant individuals from within their own agency and collating responses.

5.2.3 The WBSAB PP Subgroup will consider the collective responses and finalise a response on behalf of the WBSAB.

5.2.4 The WBSAB Lead will be responsible for sending the response.

5.3   RATIFICATION OR ENDORSEMENT OF NATIONAL DOCUMENTS

5.3.1 Where a national document requires ratification or endorsement by the WBSAB it will be discussed by the WBSAB PP Subgroup.

5.3.2 Each agency representative will consider the implications for their agency and identify any significant issues. Agencies may find it useful to use the implications table for this process (Appendix 4). Consultation with the relevant target audience involving appropriate managerial, professional, clinical and staff representation will be undertaken as necessary. .The period of consultation must be adequate to allow robust consultation i.e. not less than one week but possibly as long as eight weeks.

5.3.3 In parallel with the consultation process each agency representative will also develop a dissemination plan.

5.3.4 The WBSAB PP Subgroup will discuss the key implications for agencies and agree whether the document should be presented to the WBSAB for ratification / endorsement. They will also submit their dissemination plans.

5.3.5 The chair of the WBSAB PP will be responsible for presenting the document for recommendation and dissemination plans to the WBSAB.

5.3.6 The WBSAB will ratify or endorse national document / s.

5.3.7 The WBSAB Business Manager will inform the members of the PP Subgroup of the ratification.

5.3.8 Where the national body publishing the document has requested a formal recognition from the Board the WBSAB Business Manager will be responsible for making the necessary arrangements.

5.3.9 The document will be disseminated across all relevant agencies according to their dissemination plan.

APPENDIX 1

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```
┌─────────────────────────────────┐        ┌─────────────────────────────────┐
│ HM National Policy re            │        │ Welsh Government National Policy │
│ Safeguarding Adults              │        │ re Safeguarding Adults           │
└─────────────────────────────────┘        └─────────────────────────────────┘
```

| HM Legislation and Statutory guidance | WG Legislation and Statutory guidance | Area Adult Protection Committees (AAPC) |

| Regionally & Locally Identified Priorities | Western Bay Safeguarding Adults Board (WBSAB) identifies priorities | Adult Practice Reviews |

WBSAB Policy and Procedure Subgroup (PP)

| Development of multi agency local Policies, Procedures and Guidance | Individual development of local Policies, Procedures and Guidance |

| WBSAB for Ratification | Individual Training programmes developed |

| Training to multi agency staff (as appropriate) | Feedback to WBSAB on overall progress |

Appendix 2

**Process for Developing
WBSAB Policies, Procedures,
Protocols & Practice
Guidance**

WBSAB

```
PP identifies
Policy, Procedure, Protocol or
Guidance needs to be developed or
reviewed
```
↓
```
Work-stream set up

(PP members identify suitable
individuals from their agency)
```
↓
```
Draft document developed
```
↓
```
Draft document discussed at PP
Subgroup
```
↓
```
Draft document circulated for
consultation across agencies
&
Development of Individual Agency
Dissemination plans

(Responsibility of PP
representatives)
```
↓
```
Comments collated and considered by
Work-stream
```
↓
```
Final Draft Document
```
↓
```
Final Draft Document discussed at PP
&
Individual Dissemination Plans
provided
```
↓
```
Final Draft agreed by PP
```
↓
```
Final Draft & Dissemination Plan
Presented at WBSAB
```
↓
```
Final Draft Document Ratified by
WBSAB
```
↓
```
WBSAB Business Manager notifies PP
Subgroup Members
```
↓
```
All agencies implement Policy,
procedure, protocol, practice guidance
```

APPENDIX 3

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WBSAB INDIVIDUAL AGENCY DISSEMINATION PLAN

A single agency plan proposing how the document / protocol / procedure should be disseminated to different audiences within each agency's structure. This could include: launching at team meetings, training, publishing on the intranet etc.

Individuals who may be able to provide support with this process include your own agencies: Training Group or Officer, Public Information Officer, Policy Development Officer

1.   **Agency Plan for: (insert name of organisation)** Swansea Adult Services

2.   **Title of Policy or Procedure and Guidance Document:** TEST

3.   **Training or Awareness required**: Yes / No - If yes please detail below:

METHOD	TEAMS AFFECTED	PROPOSED DATE	RESPONSIBLE OFFICER	COMPLETED
Publish on Adult Policy and Procedures section of intranet	All		Joe Bloggs	
Insert link into the Adult manual	All		Joe Bloggs	
Team Leaders to highlight updated document in Team Meetings	All		Joe Bloggs	
Include as topic in Adult Services email bulletin	All		Jo Bloggs	

4.   PARTNERSHIP / EXTERNAL TRAINING OR AWARENESS REQUIRED: YES / NO

Method	Proposed Date	Responsible Officer	Completed
Multi agency training with Housing Services.		Joe Bloggs	

5.   DOCUMENT OR INFORMATION FOR MEMBERS OF THE PUBLIC REQUIRED? YES / NO
If yes please detail below:

Method	Proposed Date	Responsible Officer	Completed
Publish document on adults social services Swansea.gov.uk website .		Joe Bloggs	
Create hard copy publication document which can be provided in public information areas and by Teams.		Joe Bloggs	

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APPENDIX 4

IMPLICATIONS TABLE TEMPLATE FOR THE ANALYSIS OF REGIONAL DOCUMENTS

Key issues and Principles (Optional)

Roles and Responsibilities (Optional)

Specific Agency/Service - responsibilities, potential implications and how these might be addressed

	Requirement	Page number/s	Implications and Actions	Additional comments
1.				
2.				
3.				
4.				
5.				
6				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				