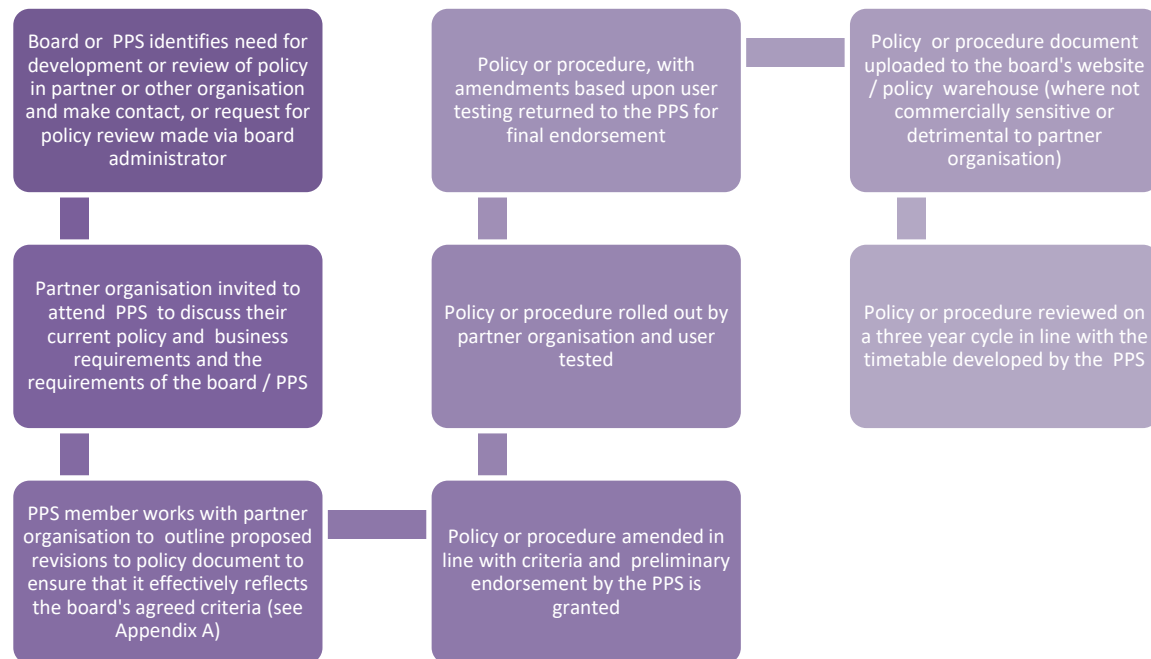




## Policy and Practice Standards Panel

## Policy Review and Endorsement Process

### How does the subgroup develop and endorse policy and procedure?



### Additional Points

Please note that:

- The PPS may request feedback on the quality and ease of use of policy and procedure from practitioners within organisations through the SAB's Area Practitioner Forums.
- The full SAB may request case studies with regards to effective use of endorsed policy and/or procedure to give assurance that endorsement processes are functioning effectively.
- To request support and advice around policy and procedure or to request endorsement from the Policy and Practice Standards Panel, contact Amy Underwood, Safeguarding Adults Board Administrator at: [amy.underwood@suffolk.gov.uk](mailto:amy.underwood@suffolk.gov.uk).



# Suffolk Safeguarding Adults Board

## Appendix A; Policy content criteria

The table below illustrates the criteria that the PPS assess submitted policies against. Each criteria is scored from 1-3 with regards to the level of evidence available within the policy to support the relevant criteria. A minimum score of 30 is required for provisional endorsement, and there may be no more than 3 criteria scoring '1'.

Area	Criteria	Evidence Level		
		Minimal	Partial	Full
<b>A1</b>	Organisation has a nominated lead safeguarding professional	1	2	3
<b>A2</b>	It is clear that the organisation promotes safeguarding and policy / procedure reflects this	1	2	3
<b>A3</b>	It is clear that the policy of the organisation is supported at a senior level	1	2	3
<b>A4</b>	The organisation is clear on the reason and need for this policy	1	2	3
<b>B1</b>	Policy makes clear reference to specific safeguarding legislation such as 'No Secrets', 'Prevent', the Care Act and MHA / MCA legislation	1	2	3
<b>B2</b>	If the policy or procedure relates to commissioning, it is clear that adults at risk have been considered as part of the commissioning process	1	2	3
<b>C1</b>	If this is a recruitment policy, it must hold clear reference to the need to safeguard vulnerable adults	1	2	3
<b>C2</b>	If this is a staff supervision policy, it must hold clear reference to safeguarding being discussed during staff supervision processes	1	2	3
<b>C3</b>	Policy or procedure makes clear reference to Whistleblowing and includes contact telephone numbers etc	1	2	3
<b>D1</b>	Information sharing is a key component of this policy or procedure and focuses on what could / should be shared, not adopting a closed door approach	1	2	3
<b>D2</b>	Policy or procedure is clear on how to make a referral for an adult at risk or about whom professionals may be concerned, or explains the organisation's route for doing so	1	2	3
<b>E1</b>	Commitment to equality and diversity legislation is clearly evidenced throughout policy or procedure document(s)	1	2	3
<b>F1</b>	Policy or procedure evidences service user views are listened to and taken in to account as part of any safeguarding work	1	2	3