

## **Trauma-Informed Policy Development Checklist**

This checklist is designed to help organisations embed trauma-informed principles into their policies and assess alignment with trauma-informed values. Following these steps ensures policies promote safety, trust, and inclusivity.

### **1. Preparation and Understanding**

- **Assess Organisational Readiness:**
  - Review existing policies for alignment with trauma-informed principles.
  - Identify gaps or inconsistencies that may hinder a trauma-informed approach.
- **Engage Key Stakeholders:**
  - Include leadership, staff, and service users in policy development.
  - Gather feedback from individuals with lived experience of trauma.
- **Train Teams on Trauma Awareness:**
  - Provide foundational training on trauma-informed practices for all staff.

### **2. Embedding Trauma-Informed Principles**

- **Safety:**
  - Ensure policies prioritise physical, emotional, and psychological safety.
  - Include guidelines for creating supportive and non-threatening environments.
- **Trustworthiness and Transparency:**
  - Develop policies that promote honest and consistent communication.
  - Specify mechanisms for accountability and transparency in decision-making.
- **Empowerment and Choice:**
  - Include policies that support individual autonomy and self-determination.
  - Ensure service users and staff have input in processes affecting them.
- **Collaboration:**
  - Foster teamwork and co-production in policy implementation.
  - Specify processes for engaging diverse voices and perspectives.
- **Inclusivity and Equity:**
  - Address systemic inequalities and barriers to participation.
  - Ensure policies respect cultural, gender, and individual diversity.

### **3. Key Indicators for Policy Alignment**

- **Trauma Awareness:**
  - Policies explicitly reference trauma-informed principles and values.

- Guidelines reflect an understanding of trauma's impact on individuals and communities.
- **Accessibility:**
  - Policies are written in clear, accessible language.
  - Provisions are made for individuals with varying needs (e.g., language barriers, disabilities).
- **Staff Support:**
  - Include measures to prevent and address secondary trauma and burnout.
  - Provide ongoing training and mental health resources for employees.
- **Feedback Mechanisms:**
  - Policies outline processes for collecting and acting on feedback from staff and service users.
  - Include mechanisms for reviewing and updating policies regularly.

#### 4. Policy Development Process

- **Draft and Review:**
  - Draft policies with input from cross-functional teams and stakeholders.
  - Conduct reviews to ensure alignment with trauma-informed principles.
- **Pilot and Adjust:**
  - Implement policies on a small scale to identify challenges and gaps.
  - Use insights from pilot phases to refine and finalise policies.
- **Adopt and Communicate:**
  - Roll out policies organisation-wide with clear communication plans.
  - Provide training sessions to ensure understanding and compliance.

#### 5. Monitoring and Evaluation

- **Set Measurable Goals:**
  - Define outcomes related to safety, trust, and equity.
  - Use metrics to track progress and identify areas for improvement.
- **Regular Reviews:**
  - Schedule periodic reviews to assess policy effectiveness.
  - Engage stakeholders in evaluating alignment with trauma-informed values.
- **Continuous Improvement:**
  - Update policies based on evaluation findings and emerging best practices.