

SUFFOLK TRAUMA INFORMED PRACTICE (TiP) PROJECT

MEMORANDUM OF UNDERSTANDING

BETWEEN: Survivors in Transition (SiT)

AND:

TERM

This Memorandum of Understanding will become effective as of [INSERT DATE] and be effective for the duration of the delivery of the TiP project scheduled to end in June 2022 unless otherwise advised.

WHAT SiT WILL PROVIDE:

Training, consultancy and resources to support the implementation of Trauma Informed Practice in [service above]. The elements of support will continue until June 2022 unless otherwise advised.

For each service this support will consist of:

1. Training in Trauma Informed Practice
2. Consultancy support to gather insight from the service about existing practice and areas for development. Lead by the service participant, this may take the form of, for example, staff surveys, focus/discussion group with SLT and/or staff or service users
3. Support to draw out key themes from the auditing process above and creating an Action Plan of next steps
4. Trauma Informed Practice resources tailored to your service
5. Support to set up and engage with a local Community of Practice.

Services will receive tailored advice and support from SiT to begin to embed a Trauma Informed approach that is co-produced with staff, service users and SLT and is bespoke to the individual needs of the setting. SiT will work sensitively and in accordance with the service policies, practices and procedures. All information will be handled sensitively and confidentially.

REQUIREMENTS OF THE SERVICE

Services will ensure the following:

1. Identification of a main contact (TiP 'champion') for the Training Lead, and commitment to ensuring capacity to work collaboratively and flexibly to schedule the support available over the programme duration.
2. A commitment to creating 'whole system' sustainable change which is embedded in the services management ethos
3. A positive and consistent approach to partnership working
4. Willingness to allocate appropriate resources so that the service can meaningfully participate in all elements of the project (e.g releasing staff for training, freeing up staff time to complete questionnaires/ surveys, support for service user involvement/feedback)
5. Attendance and participation at external events such as the Communities of Practice

6. A generally pro active approach to support the engagement of SLT staff and service users in the TiP implementation
7. A commitment to sustaining Trauma Informed Practice beyond the life of the project to ensure sustainability and maximum impact

WORKING AGREEMENT: COMMUNICATIONS & INFORMATION SHARING

1. SiT and the service to agree in advance of the project commencing, role and responsibilities of key contacts in the service.
2. SiT and the service to provide any necessary information (eg questionnaires, resources, training materials, service data) promptly by the deadlines agreed.
3. Sharing of relevant local safeguarding policies and procedures and to agree the service act as lead where safeguarding incidents arise.
4. SiT and the service to promote and support staff involvement opportunities (e.g promoting the project through team and SLT meetings and other appropriate internal communications routes)
5. Services to agree with staff time for them to participate in activities including training, meetings, surveys and other activities as necessary.
6. Services to lead on communications with service users and their families or carers and any children or young people participating in the project.
7. Services to proactively advise SiT about any incidents or issues arising that may adversely affect the safety, success or integrity of the project to that mitigation strategies can be put in place by the project team.

TRAINING & CONSULTANCY

1. SiT and the service to work together to effectively identify training participants. Service to ensure staff commitment to engage fully with the training (e.g ensuring that the same staff member can attend all required days of the training for consistency).
2. Service Managers/SLT to champion the training offer to staff and manage communication with staff around training attendance .
3. Services commit to the preparation, regular review and progress against a TiP 'Action Plan', and a commitment to allocate the necessary time/resources to see this through.

EVALUATION

1. SiT to give as much notice as possible, and services to allow staff and service users time, agreed in advance, to participate in activities e.g surveys, focus groups and insight gathering/outcomes measuring
2. Service to agree to co-operate and timely communications with the external evaluator including appropriate information sharing. SiT will advise regarding the data requirements of the external evaluator.

Please sign below to indicate undertaking of the Memorandum of Understanding

Survivors in Transition (SiT) Name:..... Signature:.....

Funder Name:..... Signature:.....

Service Name:..... Signature:.....