

Trauma and Adverse Childhood Experiences (TrACE)-Informed Organisation Toolkit

Implementation Readiness Review

Organisation name:

Completed by:

Date:

Implementation Readiness Review	Helpful Hints/Tips	Comments:
Organisation strategy and policy content identifies the case for embedding Trauma-Informed and ACE-Aware practice.	Engage with senior leaders to understand how the Trauma-Informed and ACE-Aware approach fits with the organisation's strategy and policy context.	

There is support from leadership and senior leads at the outset before the organisation begins this journey.	This approach requires a long-term commitment to change, and this is successfully achieved with buy-in from the leadership and senior management teams who understand the resource commitment and are open to implementing change.	
There is a working / steering group identified to provide support and guidance which involves a cross section of people across all levels of the organisation.	Examples of roles that can be helpful to involve from the outset are: • HR/Training Managers • Estates (cleaning, security staff) • Service delivery and operational staff • Senior Leader(s) • Managers of departments representative of organisation • Communication and marketing • People with lived experience of the organisation	

Communication and engagement strategy has been considered.	Consider how the organisation will: • Inform staff of what is happening. • Keep them informed and updated as the process is undertaken. • Provide opportunities to get involved. • Provide the external communications narrative. Examples of roles that can be helpful to involve from the outset are: • Funders • Shareholders • Investors • Those delivering the service • Those receiving the service	
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Resourcing has been considered.	Some considerations for resourcing are: • Staff time and skills - this process works best if led by someone with project and change management experience and with a position in the organisation that can affect change • Collaborative leadership time and skills • Communications • Training • Physical changes to environments • Staff support for wellbeing • Monitoring and evaluation to support sustainability and future planning	
Timescales have been outlined, agreed and there is consideration for the long-term, sustainability and future planning	SMART (Specific, Measurable, Achievable, Realistic and Time bound) method is recommended	