

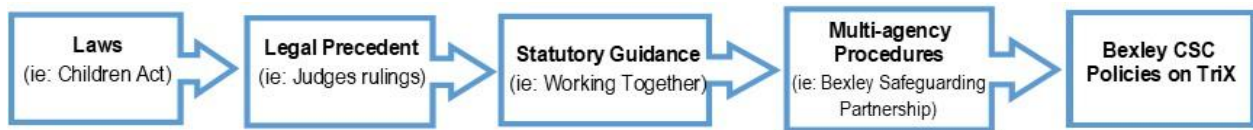
Director's Statement on Approving Policy Changes for Bexley Children's Social Care

July 2019

The purpose of this statement to clarify the expectations of the Director of Children's Services for any policy changes that are developed, revised, or replaced within Bexley Children's Social Care.

- ✓ Any policy changes will be agreed at a Senior Management Team (SMT) meeting prior to final sight of at a Senior Leadership Team (SLT) meeting. The minutes will indicate clearance or dispatch for further amendment. In instances where further amendment is required, SLT will need to reconsider before final sign off.
- ✓ The Director will have sight of all policy changes before they are approved and made operational. Any changes the Director may have must be considered and made as the Director states before they will be considered approved for operational purposes and placed onto TriX.
- ✓ There may be exceptions where approved policies are determined to be for internal use only. This will be in exceptional circumstances and will require the Director's approval. These will be the only policies considered approved that do not appear on TriX and can be saved onto the shared N: drive in a designated directory accessible to the applicable service area that it applies.
- ✓ All policy changes will be accompanied by a fully completed policy tracker in a format approved by the director. Policies will not be approved until the tracker is completed and dates for review confirmed.
- ✓ Once approved, all policies must be sent to the policy lead in the PSQA team to be uploaded onto TriX at <https://bexley.proceduresonline.com/index.html>
- ✓ Policies are only considered valid and in effect if they are uploaded onto TriX. Policies are not be kept on local network drives or computers as they risk being out of date and invalid.
- ✓ TriX is updated every six months. Any policy changes in the interim will appear on TriX under the Policy Updates section. These will be incorporated into the main [Contents](#) directory after each scheduled update - see [Amendments](#) section.
- ✓ TriX is accessible to members of the public. This allows those who use our services to hold us accountable to delivering our services in a fair, consistent, legal, and transparent manner.
- ✓ Policies will be written in a manner that minimises unnecessary bureaucracy, in clear language that young people and families could reasonably understand, and is consistent with our Signs of Safety practice model as well as our Values and Vision statements.
- ✓ The Council and the Director of Children's Services expects that heads of service sign off final versions in liaison with legal advisors prior to submission to SMT and SLT.
- ✓ Consultation with relevant practitioners and managers will be sought on any policy changes. Consultation with children and families we serve should also be considered, where appropriate.

- ✓ Policy changes must be consistent with legislation, legal precedent, statutory guidance, and other relevant procedures. These are hierarchical and are in the following order of priority:



- ✓ All policy changes must be properly communicated to the workforce and launched appropriately by the Deputy Director and Head of Service. It is the responsibility of service managers and heads of service to ensure that adequate training and communication of policies is done in a manner that supports them being applied as intended.

Jacky Tiotto, Director of Children's Services

Stephen Kitchman, Deputy Director of Children's Social Care