Preparing for Adulthood Transitions Protocol

Protocol Design Principles

Number	Principle	Have we done this?
1	The Protocol will follow the law, including legislation and regulations	
2	Follow the NICE guidance and use the implementation guide to help us develop the Protocol	
3	Use visual methods to communicate the information and avoid using heavy text , making sure that it is easy for people to find their way around the document	
4	Where possible, make sure the Protocol has links to other information, so the Protocol can be as simple as possible	
5	Make it clear when the protocol was developed and when it will be reviewed.	
6	Make it clear that the Council plans to develop other pathways (e.g., adults healthcare), but we are taking it one step at a time and, for now, focussing on transitions to adult social care	
7	Have a section that describes how the Protocol has been coproduced	
8	Have a section that describes the principles of a good Preparing for Adulthood transition	
9	Protocol inspired by Richmond-upon-Thames, showing what should happen at each age and use rectangles to show the different pathways	
10	Make sure the responsibilities of all people, groups and organisations involved in the transitions process are clear	
11	Clearly say who is accountable for making sure the Protocol is followed by teams	
12	Have a page that is a one-page 'roadmap' diagram that shows each age	
13	Have a page that explains how advocacy works in adult services and explain people's right to independent advocacy, including when parents are involved	
14	Avoid any abbreviations or acronyms and have a glossary of terms	
15	Signpost how people can have the opportunity for comments, compliments and complaints, as well as to the disputes policy	
16	Complete an Equality Impact Assessment (EIA) and make sure we think about different backgrounds and cultures.	
17	Signpost to how people can access the Protocol in other formats	