

**Trauma and Adverse
Childhood Experiences
(TrACE) Toolkit
TrACE Self-Assessment
Tool**

Supporting organisations to embed trauma-informed
practice and ACE-awareness

Contents

About this self-assessment tool

Self-assessment of trauma and ACE informed practice across implementation domains / areas

A1 Governance, Leadership and Organisational Culture

A2 Policies and Procedures

A3 Workforce Training and Support

A4 Physical Environment

A5 Service Design and Delivery

A6 Monitoring and Evaluation

About this Self-Assessment Tool

Welcome to the ACE Hub Wales Self-Assessment Tool for TrACE-Informed Organisations: Embedding Trauma-Informed Practice and ACE Awareness. A **guidance document** is available to explain the purpose of the self-assessment as part of a process in more detail; we advise that you read the guidance *before* completing the questionnaire. Click [here](#) to access a downloadable copy of the guidance document. Additionally, if you would like to connect with others on their TrACE Journey, you are welcome to join the TrACE Community of Practice by contacting ace@wales.nhs.uk.

The purpose of this tool is to assist in reflecting and understanding the progress an organisation is making from both an individual and wider partnership perspective in embedding trauma-informed practice and ACE awareness. The tool should assist in identifying strengths and successes, whilst also highlighting opportunities for improvement. The development of this tool has been influenced by ACE Hub Wales's work with partners, and a scoping exercise of related material.

Everyone has a role to play in Wales becoming a trauma-informed and ACE-aware nation. Our aim for the toolkit supports this vision, which will be achieved through preventing, tackling and mitigating the impact of trauma and ACEs. Within this vision is:

- The reduction of the incidence of ACEs, trauma and re-traumatisation
- Increased focus on the facilitation of healing from past trauma
- Supporting the use of trauma-informed practice
- Strengthening reflection on practice and self-care approaches
- Improving system's responses
- Facilitating a compassionate and responsive society that demonstrates a children's and human rights-based approach.

The TrACE Toolkit aims to support organisations to reflect on current culture, practice and process and identify activity to implement more trauma-informed and trauma responsive approaches resulting in increased ownership for transformational change within their setting. This self-assessment tool is part of the toolkit and offers a practical guide to support organisations to embed trauma-informed practice and ACE awareness.

This tool supports the implementation of a whole-organisation approach to being trauma-informed and ACE-aware, and therefore has different sections that may be relevant to different people/teams within the organisation. It provides practical information to support the various stages of the journey, from senior leaders identifying trauma and ACEs as a strategic priority through to the provision of skills and knowledge to staff. At the end of each domain, there is a list of resources that may be useful in supporting completion of the self-assessment. A golden thread throughout this process is the engagement and involvement of everyone who experiences the organisation so including service users, staff, clients, and any other key people, is fundamental.

A1 Governance, Leadership and Organisational Culture

A1 Governance, Leadership and Organisation Culture: this domain relates to the overall support for and investment in implementing and sustaining a trauma-informed and ACE-aware approach.

Criteria to consider	Evidence of what the organisation does already	How things might be done differently
Directors, leaders and managers understand trauma, ACEs and/or adversity, the potential impact of trauma, ACEs and/or adversity, the complexity around healing and recovery and the principles of trauma-informed practice.		
There is an organisational statement of commitment to growth and change towards being (more) trauma-informed and ACE-aware that is communicated and understood across the organisation.		
There is an identified point of responsibility within the organisation to lead and oversee the implementation of a trauma-informed and ACE-aware approach.		
Leadership allows for resourcing of implementing trauma-informed and ACE-aware practice.		
There is inclusion of staff at all levels within the organisation in informing and driving the implementation of trauma-informed and ACE-aware approaches and practice.		

Leadership is collaborative- there is engagement and involvement of those who experience the organisation, programme or service, as staff or customers/service users/clients to inform planning.		
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Useful resources

- [Trauma-Informed Wales Framework](#)
- [Trauma-Informed Wales: Accessible Document](#)
- [Wrexham University- Navigating the Storm Video](#)
- [TrACE Toolkit Implementation Readiness Review](#)



Coming soon

- Statement of Commitment Guidance
- Trauma-Informed Framework Animation

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A2 Policies and Procedures

A2 Policies and Procedures: this domain relates to how organisational policies and procedures demonstrate commitment to, and enable internal systems to, reflect the foundational values and principles of trauma-informed and ACE-aware practice.

Criteria to consider	Evidence of what the organisation does already	How things might be done differently
A policy outlines the organisation’s commitment to being (more) trauma- informed and ACE-aware.		
The organisation’s policies and procedures recognise that trauma histories and ACEs are a possibility for everyone and consider the impact of, signs and symptoms of trauma.		
<p>The organisation’s policies and procedures consider the risk of re-traumatisation and promote opportunities for wellbeing, healing and recovery through a focus on the principles of trauma-informed practice (safety, choice, collaboration, empowerment and trust). The organisation ensures:</p> <ul style="list-style-type: none"> • Physical and emotional safety is prioritised • Trustworthiness is maximised through task clarity, consistency and interpersonal boundaries • Activities and settings maximise people’s experience of choice and control • Activities and settings maximise collaboration 		

<ul style="list-style-type: none"> • Activities and settings prioritise empowerment and skill-building • There is consideration to the balance between infrastructure / process and relationships. 		
<p>The organisation’s workforce policies demonstrate a commitment to staff training on trauma-informed practice and ACE-awareness at orientation / induction and relevant ongoing training and support.</p>		
<p>There is evaluation and review of policies and procedures conducted regularly as part of the review and planning process to implement change where relevant.</p>		
<p>There is engagement and involvement of those who experience the organisation in the development and review of policies and procedures.</p>		



Useful resources

- [Guidance for Trauma-Informed Policy and Practice](#)
- [Trauma-Informed Communication Guidance](#)

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A3 Workforce Training and Support

A3 Workforce Training and Support: this domain relates to ensuring knowledge and skills within the workforce, enabling trauma-informed principals to be embedded in an ongoing supportive, learning cycle that recognises the importance of the wellbeing and safety of the workforce.

Criteria to consider	Evidence of what the organisation does already	How things might be done differently
<p>Trauma-informed practice and ACE-awareness knowledge and skills requirements are endorsed at recruitment (e.g. job descriptions and selection processes) and corporate induction / on-boarding.</p>		
<p>There is a training strategy to ensure appropriate training and workforce development for staff to understand:</p> <ul style="list-style-type: none"> • trauma, ACEs and/or adversity • the potential impact of trauma, ACEs and/or adversity • the complexity around healing and recovery and the principles of trauma-informed practice. 		
<p>Advanced development opportunities (as required) involve action planning to ensure embedding of knowledge and skills, learning transfer and follow-up support.</p>		

There is a culture of safety and continuous learning where staff feel safe to express feelings, make mistakes and reflect on their own and others' thoughts, emotions and behaviour.		
Supervision and support are provided for staff to include impact on own well-being, self-care and safety.		
The organisation addresses the emotional stress that can arise as a result of working practices.		
Reflective practice is endorsed to include the impact on own wellbeing, self-care and safety.		
There is access to communities of practice, action learning sets or similar opportunities for sharing of knowledge and skills in relation to trauma-informed practice and ACE-awareness.		



Useful resources

- [Barnardo's All Wales Trauma-Informed Organisation Training](#)



Coming soon

- Trauma-Informed Framework Animation
- ACE Hub Wales e-Learning
- Reflective Practice Guidance

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A4 Physical Environment

A4 Physical Environment: this domain relates to what the physical and social environments provide to promote safety and the provision of appropriate resources to achieve this.

Criteria to consider	Evidence of what the organisation does already	How things might be done differently
Physical and social environments promote a sense of physical and emotional safety for all people experiencing the setting.		
There is consideration for aspects of the physical environment that may be traumatising/re-traumatising.		
Spaces are provided that promote health and wellbeing and for people to use to practice self-care.		



Coming soon

- Physical Spaces Animation

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A5 Service Design and Delivery

A5 Service Design and Delivery: this domain relates to ensuring trauma-informed principles are incorporated in all aspects of service delivery.

Criteria to consider	Evidence of things we do	Where things might be done differently
Services are designed with an understanding of the prevalence and potential impact of trauma, ACEs and/or adversity and the complex paths to healing and recovery and in particular a consideration that anyone may have lived experience(s).		
All aspects of the services provided are organised to recognise and acknowledge the prevalence and dynamics of trauma, ACEs and/or adversity.		
Services are organised recognising that something has happened to the person rather than it being about what is wrong with the person.		
Services are responsive to the impact of trauma, ACEs and/or adversity emphasising physical, psychological and emotional safety for those who have experienced trauma, ACEs and/or adversity.		
Services are created to maximise opportunities for those who have experienced trauma, ACEs and/or adversity to rebuild a sense of		

safety, control and power through choice, collaboration and empowerment.		
Services recognise the important of relationships as a means of promoting healing and recovery.		
There is whole system consideration in terms of the interface with other services, both internal to the organisation and across partner agencies to ensure that there is a mutual understanding of trauma-informed practice and ACE awareness.		



Coming soon

- Terms of Reference Template
- Statement of Commitment Guidance
- Reflective Practice Guidance

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A6 Monitoring and Evaluation

A6 Monitoring and Evaluation:		
Criteria to consider	Evidence of things we do	Where things might be done differently
Information on the experiences of people is regularly gathered and is used to inform planning.		
Evaluation of policies and practice is regularly conducted as part of the review and planning process – used to implement change where relevant.		
There are processes for continuous learning and improvement in place.		
Monitoring and evaluation considers mechanisms to promote cross-sector collaboration and how trauma-informed the system is.		



Useful resources

- [Wales Violence Prevention Unit Evaluation Toolkit](#)



Coming soon

Success Indicators Guidance

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