



HUNTER/CENTRAL COAST/MID NORTH COAST YOUTH WORKERS' CODE OF ETHICS

Implementation Action Plan for Trial

The Implementation Action Plan was developed utilising the feedback received from workers attending the RYDON Conference 2005. The Action plan was developed to assist workers to participation in the trial of the Code of Ethics (COE) and the Decision Making Framework(DMF).

The aim of this plan is to assist workers, agencies and the sector in trialing the COE and Decision Making Framework in a united manner and to assist the sector to adopt the COE as an ongoing practice in our work with young people. The implementation action plan is designed to give you guidelines that should make participation in the trial as easy as possible. Ongoing evaluation will occur throughout the trial at three levels, individual, agency and sector.

Acronyms

COE = Code of Ethics

RYDON = Regional Youth Development Officers Network Inc

DMF = Decision Making Framework

Objective 1: To gain support/authority to trial COE and Decision Making Framework

1-3 months (W) = Worker; (A) = Agency; (S) = Sector

Strategies	Responsibility	Resources	Indicators
<ul style="list-style-type: none"> • Familiarisation with COE and Decision Making Framework (read it, usage etc) (W) • Talk to team/peers/ stakeholders for all to have an understanding of COE content and nature of trial (including young people) (W) • Gain support or authority from management structure (i.e. Management Committee; Human Resources; Program Manager etc) (W) • Identify designated person within agency to drive process and feed into COE working party (A) • Educate management structure on COE (A) • Apply in conjunction with policies (note any issues to RYDON) (A) 	<ul style="list-style-type: none"> • Individual workers • Team leader 	<ul style="list-style-type: none"> • Trial Kit (including templates and COE) • Wall poster • Outside support through RYDON and COE working party (list provided) • Letter for Management (included in Kit) • Agreement format 	<ul style="list-style-type: none"> • Number of people/groups indicating support (W) • Number of agencies that have agreed to trial and have obtained support/authority. (A)
<ul style="list-style-type: none"> • Keep funding bodies informed (S) • Information updates about trial (S) • Availability to assist in talking to management/workers about trial (S) • Talk to Hunter Regional Organisation of Councils and Peak bodies for support of process (S) • List agencies that are support/are participating in trial (S) 	<ul style="list-style-type: none"> • RYDON, • COE Working Party • Sector 	<ul style="list-style-type: none"> • List contact people for support (with kit) • Presentation for Management/workers • Develop trial email group or web page for further information 	<ul style="list-style-type: none"> • Signed agreements (on website) (S) • Presentations given (and to whom) • Web page/email list active

Objective 2: To trial the COE and Decision Making Framework - Consistency and Commitment

12 months (W) = Worker; (A) = Agency; (S) = Sector

Strategies	Responsibility	Resources	Indicators
<ul style="list-style-type: none"> • Inform clients/Stakeholders via display of Wall poster and conversation (W) • Use the COE and Decision Making Framework (W) • Workers report to management structures (i.e. board reports, supervision etc) (W) • Standing agenda item on team meetings, supervision (A) • Identify case studies for discussion at interagencies (A) • Identification of training needs (W or A) 	<ul style="list-style-type: none"> • Designated person • Team leader • All workers 	<ul style="list-style-type: none"> • Wall poster • Reporting template of usage and value • Agenda item – template for discussion 	<ul style="list-style-type: none"> • Numbers of posters displayed • Reports received from participants as to usage (in various breakdowns i.e. service type, location etc) quarterly • Minutes of interagencies discussing COE
<ul style="list-style-type: none"> • Continual monitoring of information and feedback (S) • Develop training request proforma and assist the access of training where required (S) • Maintain a network of practice (i.e. email, Better Service Delivery Program, Fact sheets etc) (S) • Increase understanding of COE and DMF process through education/workshops 	<ul style="list-style-type: none"> • RYDON, • COE Working Party • Sector 	<ul style="list-style-type: none"> • Templates as per kit • Contact people for support list provided • Information for users of service • Training package information 	<ul style="list-style-type: none"> • Training requests and assistance given • Number of people involved in on-line discussion forums • Workshop or education provided

Objective 3: To monitor the progress of COE and Decision Making Framework

Quarterly and ongoing (W) = Worker; (A) = Agency; (S) = Sector

Strategies	Responsibility	Resources	Indicators
<ul style="list-style-type: none"> • Observe and record impact on young people and workers (W) • Reflect on trial at team meeting/supervision (Sole workers may be able to do this with their YDO) (W) • Feed to interagency/RYDON/ Working party (W) • Self evaluation process utilised (w) • Identify trends and training needs (A) 	<ul style="list-style-type: none"> • Designated person • Team leader • All workers 	<ul style="list-style-type: none"> • Templates as in Kits • Collation point for reporting 	<ul style="list-style-type: none"> • Information collated and disseminated to trail participants • Positive assessments and a decision to incorporate in Agency practices permanently
<ul style="list-style-type: none"> • Develop evaluation reports for feedback to workers/managements/young people (S) • Dedicate an agenda item at Interagencies to discuss COE (S) • Individual visits to services/workers by support list (S) • Write up specific examples of use of COE and decision making framework (S) • Expand COE based on information received (S) 	<ul style="list-style-type: none"> • RYDON, • COE Working Party • Sector 	<ul style="list-style-type: none"> • Support list given • Expanded COE 	<ul style="list-style-type: none"> • Requests for support • Utilisation of standing agenda item at interagencies • Ongoing discussion at networking occasions • Expanded COE dissemination and included in agency procedures (i.e. job descriptions, policy and procedures etc)

Objective 4: Evaluate the value of COE and Decision Making Framework

Ongoing (W) = Worker; (A) = Agency; (S) = Sector

Strategies	Responsibility	Resources	Indicators
<ul style="list-style-type: none"> • Keeping records, identifying trends and making suggestions for needed changes (W) • Discuss value of COE and Decision Making Framework at team meeting/ supervision (Sole workers may be able to do this with their YDO) (W) • Compare to original expected outcomes (ease of use etc) (W) • Acceptance of ongoing use by worker, agency, sector and young people (W) • Agency feedback on process and trial (and any further commitment) (A) 	<ul style="list-style-type: none"> • Designated person • Team leader • All workers 	<ul style="list-style-type: none"> • Reporting template (In kit) • List of expected outcomes 	<ul style="list-style-type: none"> • Analysis of reporting information disseminated to collation point • Usage statistics and positive value attributed to use
<ul style="list-style-type: none"> • Compare to original expected outcomes (interagency) (S) • Collect information and develop recommendations (S) • Comments on relevancy/ feedback from sector (S) • Engage services not originally involved in trial (S) • Agencies signed up for ongoing use of COE and Decision Making Framework (S) 	<ul style="list-style-type: none"> • RYDON, • COE Working Party • Sector 	<ul style="list-style-type: none"> • Website • Report • Ongoing fact sheets/kits etc 	<ul style="list-style-type: none"> • Recommendations implementation commenced • Numbers of agencies/workers signed up for use of COE in an ongoing manner