Signs of Safety®
Resource and Logo Guidelines

For organisations who are implementing Signs of Safety and/or have a Signs of Safety Knowledge Bank subscription

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Elia

Contents

Introduction

This guide is intended for organisations who are implementing Signs of Safety® and/or have a Signs of Safety® Knowledge Bank subscription.

Both the agreement and guidelines are designed to maintain the fidelity of Signs of Safety while allowing the flexibility to integrate Signs of Safety materials into your internal training, systems and processes.

This resource outlines:

- How and when the Signs of Safety logo may be used
- When Signs of Safety Knowledge Bank resources can and can't be modified and best practices around how to integrate them into your own organisation's materials
- A list of Key Terms and abbreviations used in the Signs of Safety approach
- A list of Signs of Safety trademarks
- Printing guidelines for workbooks and key publications

Using the Signs of Safety® logo and name

Permission to use the Signs of Safety logo

The Signs of Safety name and logo are registered trademarks owned by Elia International Ltd (Elia).

Internal publication
Organisations that have an active implementation contract or Signs of Safety Knowledge Bank licence with Elia have permission to use the logo for internal purposes as long as it is used in accordance with the guidelines set out in this document.

External publication
For any documents that are intended to be published outside of your organisation to the general public you will need to seek permission on a case-by-case basis. This includes all print and digital mediums. Each document should be submitted to Elia for review to assess both practice content and design integrity.

Depending on the time needed to conduct the review there may be a fee charged. This fee is payable whether approval is granted or not.

Contact
To start the review process, or if you have any questions, contact the Elia Communications Department via communications@elia.ngo.

The logo

The logo is comprised of two elements:

The symbol: The "house" graphic element
The type: The words "Signs of Safety"

The elements of the logo should only be used in the one single configuration pictured and never split apart or changed in any other way.

Versions

Standard
Pictured above, this is the standard, preferred version that should be used wherever possible.

Standard (Negative)
This is the preferred version if you have to place the logo onto a dark coloured background.

Mono
The preferred version for when you need to place the logo into a grayscale document.

Mono (Negative)
The preferred version for when you need to place the logo into a grayscale document against a dark background.

Colours

These are the colours that are used in the logo. The logo should be reproduced only in the colours specified.

CYMK C: 85 M: 50 Y: 0 K: 0
RGB R: 27 G: 117 B: 188
Hex #ff9933

CYMK C: 0 M: 60 Y: 95 K: 0
RGB R: 245 G: 130 B: 41
Hex #336699

Placement and sizing

Clearance Area
The logo should be placed so that there is a with a clear area around it which is free from other graphic elements.

Maintain a clearance area around all sides of the logo that is at least equal to the width of the "g" used in the logo type.

Size
The logo should be displayed at a size large enough for the text to be legible. As a general rule, no smaller than 2.0 cm in width in print and 100 pixels when displayed onscreen.

Download

You can access all the versions of the logo artwork at Signs of Safety Logo.

We welcome you to get in touch with the Elia Communications Department via communications@elia.ngo if you have any queries about the logo files and how to use them.

Examples of incorrect logo usage

Do not:

1, 2.	Alter the width/height ratio, i.e. stretch or squash the logo.
3.	Rotate the logo.
4.	Reproduce the logo at a resolution that degrades its original sharpness or clarity significantly.
5, 6, 7.	Alter the colours, including conversion to grayscale or altering the transparency.
8.	Add effects such as shadows, gradients or outlines to the logo.
9.	Use a border around the logo.
10, 11.	Do not create additional lockups of the logo by moving elements or adding additional text or graphics.
12, 13.	Do not separate out and use either the symbol or the type on their own.
14.	Do not place the logo on a background that provides insufficient contrast.
15.	Combine the Signs of Safety logo or name with any other name, word, logo, or icon to create a new logo, or create versions that are substantially similar to any part of the logo.

Abbreviating "Signs of Safety"

We ask that you avoid using any abbreviations when referring to Signs of Safety in writing, especially in documents that will be seen outside your organisation.

"SOS", "SoS" or other variations should never be used as this is a common abbreviation for "save our souls".

"SofS" is the preferred abbreviation but should only be used in less formal situations, such as when writing on a whiteboard or recording proceedings of a meeting/workshop.

Using Signs of Safety Knowledge Bank resources

Sharing resources within your organisation

Resources available to organisations with a Signs of Safety Knowledge Bank licence through the Knowledge Bank website may be used and shared within licensed organisations providing it complies with the organisation's Knowledge Bank Licence Agreement and this document. Resources may only be distributed outside of the organisation with specific permission from Elia.

This also applies to any documents you may have received or purchased from Elia or a licensed Signs of Safety Trainer or Consultant prior to your agency's implementation.

Examples of these types of documents include, but are not limited to:

- Knowledge Bank resources
- Published workbooks or other documents
- Training documents
- PowerPoint files
- Audio and video files

Integrating resources within your organisation

There are some core Signs of Safety resources and terms that should not be changed at all and these are listed in this section along with examples of the ways in which it might be acceptable to modify other resources for your context.

We refer to two types of modifications — content and document design. Content refers to the words, illustrations and images that describe Signs of Safety practice and which, generally speaking, should not be altered. Design refers to things like font choice, page layout and branding which we recognise needs to be modified at times in certain contexts such as for display on screens in an information system.

Please note that you can choose to modify the resources in any way you like but if they don't follow these guidelines you must not refer to them as "Signs of Safety", i.e. you should remove any wording or graphics that would lead someone to believe that it is part of the Signs of Safety approach.

Organisations may choose to modify resources in ways that don't follow these guidelines. We do not recommend this, as the resources will no longer represent the Signs of Safety practice approach and you should remove any wording or graphics that would lead someone to believe that it is part of the Signs of Safety approach.

Attribution

Whenever a resource or excerpt of a resource is used by a subscribing organisation as part of another document, for example in training material or in a policy document, the Signs of Safety® Knowledge Bank should be attributed as the source of the material.

Signs of Safety® Risk Assessment and Planning Framework

What are we worried about?	What's working well?	What needs to happen?
Harm Danger Statements Complicating Factors	Existing Strengths Existing Safety	Safety Goals Next Steps

Safety Scale:
On a scale of 0–10 where 10 means the child/teen is safe enough and we can close the case and zero means things are so bad for the young person we must remove them into care immediately, where you rate this situation today?

0 ⟵————————————————————⟶ 10

Copyright 2020 Elia International Ltd.

This example is from the Signs of Safety Knowledge Bank

Commercial use

You cannot commercially exploit (sell) any Knowledge Bank resources either on their own or as part of other products without an *additional* commercial agreement signed with Elia.

Translating resources

Any resources being translated into a language other than the original need to abide by the definitions that can be found in the Signs of Safety Key Terms List.

The Signs of Safety Key Terms List is designed to support licensed Signs of Safety Trainers and Consultants and translators when translating Signs of Safety resources into languages other than English. Additionally, it can be used to get clarity on the

agreed definitions of Signs of Safety-related terms.

Core Signs of Safety resources that cannot be modified

These are resources which describe core elements of the Signs of Safety approach and which the content of cannot cannot be altered in any way.

Signs of Safety® Safety Planning Roadmap

Harm Analysis Matrix

Signs of Safety Group Supervision 1st Four Steps process

1. **Introductions** (2–3 minutes): If the group is new to the group supervision method, the facilitator should introduce the process, including a quick description of each person's role:

   The facilitator is the ONLY person who talks directly to the caseworker. The advisor acts to assist the facilitator to lead the process. The observers/participants have the opportunity to learn by staying out of the content of cases and focusing on analysis and judgment processes, thereby assisting the worker to gain a better overview of the case and the direction he/she wants to take. The facilitator has the professionals, the caseworker, and anyone directly involved in the case say who they are, what their role in the case is, and how long they have been involved in the case.

2. **Genogram** (3 minutes) The facilitator draws the family genogram to include the basic information of age along with the names of the immediate family parents, partners, children, extended family members, and relevant friends. This should include clarifying where children are living, if not with one or both parents. Again, to keep the process focused, this is not the time to describe case information, to explore relationship dynamics or to build an in-depth detailed family tree.|

3. **Background Information** (3–5 minutes) The facilitator gives the worker 3–5 minutes to provide an overview of the case, usually by asking, 'What makes this an open child protection case now?' The worker should be allowed to talk without interruption. The facilitator and observers should make notes of the worker's exact words and begin to analyse the information. While listening, the facilitator can make notes at the side of the whiteboard and should not be trying to 'map' the case by locating information into particular columns.

4. **Worker's Goal** (3–5 minutes) This is THE MOST important part of the preparatory steps because it provides clear focus for the facilitator and group.

Signs of Safety® Mission Critical Implementation Roadmap

Mission Critical Implementation
A roadmap of 8 key parts

Learning · Leadership · Meaningful Measures · Organisational Alignment

signs safety.

· Core training and coaching (basic, advanced, targeted, and learning and development trajectory for practice leaders)

· Signs of Safety learning methods in the workplace (group supervision, Appreciative Inquiry)

· Aligned QA measuring the practice — breadth (by dashboard) depth (by collaborative audit) and impact (by core data) — and through feedback (including family and staff surveys); with cycles of action learning

· Clear, explicit commitment and engagement with the implementation

· Modelling the Signs of Safety in leadership and connection to practice (leadership development trajectory)

· Case management processes and recording matching the Signs of Safety practice (informed by whole system learning cases and driven by practice intensives at workflow stages)

· Aligning the IT system over the short and long term

· Partners engaged to understand and work with Signs of Safety

Preparation six months, intense implementation two years, five-year commitment to implementation activity, continuous development beyond

Purpose of Signs of Safety

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Purpose of Signs of Safety

To enable child protection agencies to deliver all their services with a rigorous focus on child safety and wellbeing, and to set up their practice, policy, procedures and organisation so that the practitioners can do everything possible to put the parents, children and everyone naturally connected to the children at the centre of the assessment and decision-making. To give the family every opportunity to come up with and apply their solutions before the professionals offer or impose theirs. Full involvement of family and network is always pursued, whether the child lives within or outside their family and kin, so that everything is done to sustain the child's lifelong connection with their family, culture and community of origin throughout children's services involvement.

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Scaling

Safety Scaling (0 – 10 and what each end represents)

- The process of scaling is grounded in the tradition of Solution Focused Brief Therapy. The 10 always defines what is the aim or goal since 10 out of 10 is the most common way to understand the most desired result and 0 out of 10 as the lowest/worst outcome result or outcome. This is true of gymnastic competitions, spelling tests and many other rating scales.

- The scale fits at the base of the Signs of Safety Risk Assessment Framework with the 0 lining up with the 'What are We Worried About' column and the 10 lining up with the 'What Needs to Happen' column, so the scaling process is aligned with the measurement process and makes sense visually.

- If the scale is altered (for example, using 10 to represent most danger and 0 to represent most safety), there is a risk of practitioners talking at cross purposes and understanding, potentially resulting in unclear assessments and communications.

0 ⟵————————————————⟶ **10**

Signs of Safety resources which can be modified within certain guidelines

My Three Houses®
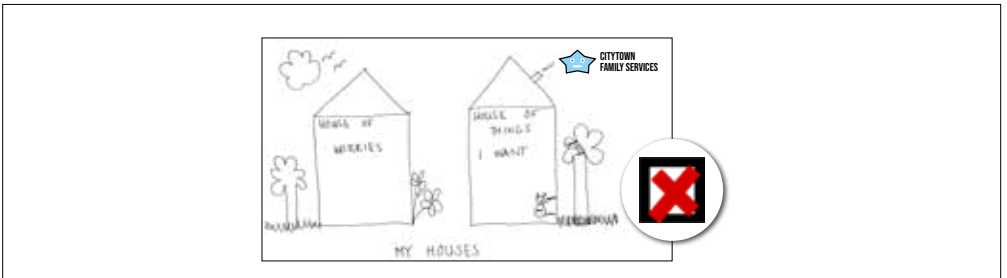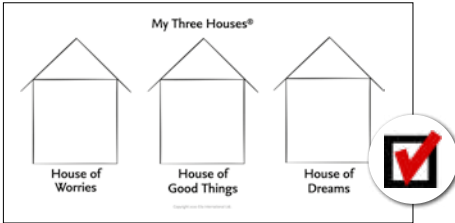
The modification of the My Three Houses directly above is *not* within the guidelines as it drops one of the houses which means there is no focus on what is working well for the child currently and this then misses the essence of the approach. It is akin to dropping the middle column in the three-column map.

An organisation could however still use this particular example as there is no reference to it being a part of the Signs of Safety approach in the illustration or (it is assumed) in any accompanying text in any document it may appear within.

Signs of Safety® Risk Assessment and Planning Framework

Signs of Safety® Risk Assessment and Planning Framework

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Safety Scale:
On a scale of 0–10 where 10 means the child/teen is safe enough and we can close the case and zero means things are so bad for the young person we must remove them into care immediately, where you rate this situation today?

0 ⟵——————————————————————⟶ 10

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The modification of the Signs of Safety Risk Assessment Framework is *not* within the guidelines as it adds extra categories to the three columns which changes the way the map is intended to engage all the people important to the process.

As such it should not be represented as Signs of Safety and so the logo graphic and any other text that would lead someone to believe it is part of the approach should be removed if the organisation wants to use it. The logo has also been 'stretched', which is not within the logo usage guidelines.

Family Safety Circles

The Family Safety Circles tool is required to consist of three concentric circles which explore a different question in each circle but all exploring the same topic. The above examples explore different topics and one version has only two circles.

Network Finding Matrix
This cannot be altered in any way.

Signs of Something® analysis categories
(Signs of Wellbeing® and Signs of Success®)
Cannot be altered in any way.

Signs of Something Table

Assessment Type	What Are We Worried About?			What's Working Well?		What Needs To Happen?	
	Past	Future	Complicating Factors	Existing Strengths	Existing Solutions	Goals	Next Steps
Signs of Safety	Harm	Danger	Complicating Factors	Existing Strengths	Existing Safety	Safety Goals	Next Steps
Signs of Wellbeing	Wellbeing Concerns (past)	Critical Worries (future)	Complicating Factors	Existing Strengths	Existing Wellbeing	Wellbeing Goals	Next Steps
Signs of Success	Worrying Behaviour (past)	Critical Worries (future)	Complicating Factors	Existing Strengths	Existing Success	Success Goals	Next Steps

Printing specifications

There are some resources that are supplied to you as part of a Signs of Safety organisational implementation that should be professionally printed and bound if you intend to distribute physical copies to your staff.

Each of these resources will be supplied with notes on specific recommendations for printing specifications that you can pass on to your printer but in general we usually recommend:

Colour
Full colour print.

Binding
Perfect bound for is fine for purely reference titles such as the Signs of Safety Comprehensive Briefing Paper but you should consider spiral binding for the Signs of Safety Learning Journal or any booklet that will be used in training rooms, as it can lay flat and take up less space.

Paper
Internal pages should be printed on 130 gsm paper stock. Silk or matt finish is best if you are going to be writing on the pages. Cover should be 250 gsm. We generally add a matt or gloss lamination to the cover but that is only a cosmetic choice.

Digital distribution versus for print copies
Files supplied to you that are marked "for print" will have crop marks and extra spacing on the file that are intended for the use of professional printing companies and are not intended for general digital distribution. See example circled below:

The size of these files are much larger also.

Contact
Please feel free to contact the Elia Communications Department via communications@elia.ngo if you have any questions at all.