

Infinity Dogs Community Interest Company

Registered company: 14947355

Guideline for Introducing New Policies or Training Assessments

Purpose

This guideline sets out the process for introducing:

- New training policies
- Changes to existing policies
- New training assessments
- Amendments to assessment criteria or delivery

The aim is to ensure consistency, trainer involvement, appropriate preparation, and a coordinated launch across the organisation.

1. Identifying the Need

A new policy or assessment may be proposed due to:

- Changes in legislation or welfare guidance
- Operational improvements
- Feedback from trainers or clients
- Risk management concerns
- New services or programmes

The person proposing the change should prepare a short written summary including:

- What is being introduced or changed
 - Why it is needed
 - Expected benefits
 - Any potential challenges
 - Proposed implementation timeframe
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2. Initial Draft Preparation

An allocated trainer will ensure that preparation includes:

- Drafting the policy or assessment document
- Including clear objectives and procedures
- Defining any required forms, scoring systems, or trainer responsibilities
- Identifying whether the change affects:
 - Handlers

- Guardians/Carers
 - Dogs
 - Trainer delivery methods
 - Record keeping
 - Health and safety
 - Safeguarding or welfare standards
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3. Trainer Consultation and Feedback

Before approval, the draft must be shared with all trainers for review and also the Policy Group.

Consultation Process

The draft should be circulated:

- By email or shared drive
- With a clear deadline for feedback
- Along with a summary of key changes

Trainers should be encouraged to comment on:

- Practical application
- Clarity of instructions
- Welfare implications
- Consistency with existing training methods
- Assessment fairness and usability
- Resource or staffing implications
- Identification of any additional training needs

Feedback Period

A standard consultation period should normally be:

- Minimum 7 days
 - Longer for significant operational changes
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4. Review of Feedback

The Trainers/Policy Group will:

- Review all comments received
- Discuss any conflicting views
- Amend documents where appropriate
- Record key decisions and rationale

Where major concerns are raised, a follow-up discussion meeting may be arranged before final approval.

5. Identifying Training Needs

Before launch, the organisation must determine whether trainers require:

- Additional instruction
- Demonstrations
- Assessment calibration sessions
- Shadowing opportunities
- Updated resources

The review should consider:

- Confidence levels
- Consistency between trainers
- Technical or behavioural knowledge requirements
- Any legal or safeguarding implications

If training is required:

- A training session should be scheduled before implementation
 - Attendance should be recorded
 - Supporting materials should be distributed
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6. Approval Process

Final approval of Policies should be given by the Policy Team. Final approval of any new training methods or assessments will be given by the Head Trainer.

Approval confirms that:

- Consultation has taken place
- Trainer feedback has been considered
- Required training has been identified
- Documentation is ready for use

The final version should include:

- Version number
 - Approval date
 - Review date
 - Author or approver name
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7. Agreeing a Launch Date

A launch date must be agreed collectively to ensure:

- Trainers are prepared
- Resources are available
- Clients can be informed where necessary
- Existing sessions are not disrupted

When agreeing a launch date, consider:

- Staff availability
- Ongoing courses
- Time needed for trainer preparation
- Printing or system updates
- Communication requirements

The agreed date should be communicated clearly to all trainers.

8. Communication and Implementation

Before launch:

- Final documents should be shared with all trainers
- Old versions should be archived or removed
- Any client-facing information should be updated

On implementation:

- All trainers should begin using the new policy or assessment from the agreed date
 - Consistency across sessions should be monitored
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9. Monitoring and Review

Following implementation:

- Trainers should provide feedback on how the policy or assessment is working
- Any issues should be documented
- Adjustments may be made where necessary

A formal review should normally take place:

- Within 1–3 months of launch
- Or sooner if significant concerns arise

