

# Sexual Safety Collaborative: Measurement Plan

(The attached guidance notes provide more detailed information)

## Aim

To increase the percentage of service users and staff who feel safe from sexual harm within mental health and learning disabilities services.

After three months of baseline data collection, we will set a more specific programme level aim and project teams will also be asked to set their own aim: To increase the percentage of service users and staff who feel safe from sexual harm by xx% by April 2021.

## Outcome measures

### Feeling safe from sexual harm (twice a month)

- Percentage of people who have felt safe from sexual harm on the ward
- Percentage of people who would feel able to talk to someone if they did not feel safe

### Incidents (twice a month)

- The number of incidents of sexual assault
- The number of incidents of sexual harassment
- The number of incidents within the 'other sexual incidents' category

## Data collection plan

The five outcome measures set out in this measurement plan will be the primary way in which you will know whether your changes are actually leading to increased feelings of safety from sexual harm and a reduction in sexual incidents.

You are asked to input your data for all five measures **twice a month** (at minimum) on the **first and third Monday of each calendar month**. You will be required to enter your data for all outcome measures into the online platform – Life QI.

### Data about feeling safe from sexual harm

We will measure the overall aim of people feeling safe from sexual harm with a 2-item postcard questionnaire (printed for you). The questions will be:

'In the past 2 weeks, have you felt safe from sexual harm on the ward?' (yes/no)

'If you did not feel safe from sexual harm at any point, would you feel able to speak to someone about it?' (yes/no)

The postcard questionnaires should be provided to all service users and staff. It is up to each ward/unit to decide the most effective means for capturing the data.

### Incident data

Your resource packs include a poster of operational definitions for each outcome measure. The operational definitions should be displayed clearly in the ward office and used to ensure you are accurately measuring incidents within the appropriate category.

Given the sensitive nature of this work, we are giving each ward/unit a choice of means for collecting this data. You can choose whether to collect the incident data through Datix or by use of a safety cross.

# Measurement Plan - guidance notes

## Aim and getting started

The aim of this collaborative is drawn from the overarching aim in the associated Sexual Safety Collaborative: Standards and Guidance – ‘to ensure that 100% of people within the mental health and learning disabilities inpatient pathways feel safe from sexual harm. This includes people who receive care, their families, friends and carers, and staff who work in these settings.’

To begin your work towards achieving this aim, we would like you to establish an individual ‘**Ward Charter**’ related to sexual safety (if you don’t already have one). This ward charter should set out the expected standards of behaviour which all service users and staff should expect on the ward. The purpose of this is to provide context for the work and begin discussing and understanding the issue within your wards/units.

In your resource packs we have included some examples of leaflets or charters that are already in use elsewhere which you can adapt for your own setting.

This ward charter should be provided to all service users and staff. It should also be displayed visually on the ward. It must provide clear contact details for where independent support or advocacy can be obtained.

## Data collection plan

### Frequency

The minimum requirement for data input on the collaborative is twice a month. However, some wards/units with higher throughput may need to give the questionnaire to service users on discharge to ensure they are able to capture the feelings of anyone with a length of stay below 2 weeks.

### Data about feeling safe from sexual harm

The printed questionnaire used to measure feeling safe from sexual harm will look like this.

Wards/units can decide locally how they will most effectively be able to provide the postcard questionnaires to service users and staff and collect the resulting data at the required frequency.



The image shows a sample of a postcard questionnaire. At the top, it defines 'Feeling safe from sexual harm' as meaning not being forced, threatened, or intimidated in a sexual way by service users or staff. It includes three questions with 'Yes / No' options and space for comments. A legend at the bottom indicates that a red square means 'Service user' and a blue square means 'Staff'.

Feeling safe from sexual harm means feeling free from being made to do something sexual, threatening or intimidated in a sexual way by service users or staff. Your answers to these questions are anonymous.
Please tick: Service user <input type="checkbox"/> Staff <input checked="" type="checkbox"/>
In the past two weeks, have you felt safe from sexual harm on the ward?
Yes / No
Please write your answer
If you did not feel safe from sexual harm at any point, would you feel able to speak to someone about it?
Yes / No
Please write your answer
If you would like to speak with someone independent about your sexual safety on the ward, please see the contact details on the ward sexual safety charter.

Suggestions that were made at the design stage of the programme included the following (this list is not exhaustive and you are welcome to come up with your own ideas most suited to your setting):

- Discuss and hand out questionnaires during community meetings
- A peer worker or volunteer hands out the questionnaires and discusses them with service users

- Discuss and hand out questionnaires on discharge to ensure you capture the feelings of any service users with a length of stay below two weeks
- Hand out questionnaires during staff meetings
- Provide a sealed postbox for the anonymous collection of completed questionnaires (this could take the form of a cardboard box with a post slot, or something more substantial that is fixed in position).

### Incident data

You have two options for collection of the required incident data:

#### Datix

If your Datix fields are able to capture the three incident outcome measures (sexual assault, sexual harassment and other sexual incidents) you can use this method for data collection.

#### Safety cross

You may, however, prefer to use a separate collection method for the specific purposes of this work. A safety cross is a simple visual data collection tool used to count what you wish to improve. The safety cross will allow you to record the number of incidents on a ward/unit. The purpose of a safety cross is to make the issue transparent, raise awareness and provide real time incidence data to support timely learning and improvement.

Each safety cross represents one calendar month, with each box representing a single day.

The safety cross templates included in your resource packs provide two options – a single box for each day or a box for each day split by shift. Please use the template you feel is most appropriate for your ward/unit.

### Data analysis

#### Life QI

All project teams on the collaborative will have access to the online platform called Life QI. We will set this up for you at programme level and send invitations for selected team members to join their own projects. Training will be provided at the launch event, and ongoing support will be provided by your allocated QI Coach as needed.

#### Line charts

We have provided an additional optional means for displaying your data on feeling safe from sexual harm. Line charts will help your team see whether the changes you are making are having any impact on feeling safe from sexual harm over time. It can be a positive motivating factor for teams when improvements are visually accessible.

Line chart templates are included in your resource packs. Twice a month you can plot the percentage of yes responses you receive to your questions about feeling safe from sexual harm and feeling able to talk to someone. There will be one line chart for how safe service users and staff feel, and another for whether service users and staff would feel able to talk to someone if they did not feel safe.

#### Data champion

We ask that each ward/unit allocate one or two 'data champions' who will ensure the data is collected and recorded as per this measurement plan on Datix or the safety cross. The data champion will also input the data on the first and third Monday of every calendar month into the online LifeQI platform.