



Barbados Probation Service

Accreditation Information Package



GLOSSARY OF TERMS

Accreditation - a formal, external monitoring process whereby the Barbados Probation Service accreditation unit sets performance standards for service quality, measures the merit of an organization in relation to these standards, and maintains public accountability. The process is based on self-assessment and review, as a team of Probation officers and professional surveyors assess the quality of an organization's service delivery and provide assistance aimed at improvement. Accreditation signifies formal recognition by the Barbados Probation Service's Accreditation Unit, through a quality assurance procedure, that an organization and diversion programme meets professional and minimum standards criteria laid down for the type of programme.

Accreditation Committee- comprised of the Chief Probation Officer, Deputy Chief Probation Officer and management team of the Barbados Probation Service, who provide oversight and determine whether or not an organization or programme meets the requirements for accreditation (compliance with standards) established by the Barbados Probation Service as set out in the Barbados Probation Service's policy on accreditation.

Accredited organization/programme - an organization or programme that meets the requirements for accreditation (compliance with standards) established by the Barbados Probation Service as set out in the Barbados Probation Service's policy on accreditation.

Continuous Improvement - a continuous process that identifies problems, examines solutions to those problems, and regularly monitors the solutions implemented for improvement. It thus supports ongoing learning, development and improvement. In the context of diversion services (or any other service focusing on behaviour change and individual psychosocial development) a key strategy in any quality improvement process is a focus on outcomes and the effectiveness of service delivery in response to the behavioural change/ personal development goals of individuals.

Diversion – a programme that implements strategies which seek to avoid the formal processing of an offender by the criminal justice system.

Quality Assurance - a system of planned and systematic activities that is undertaken in order to guarantee that the quality of diversion programmes and services provided by organizations meet predetermined standards of the Barbados Probation Service.

Restorative Justice - a theory of justice that emphasizes repairing the harm caused or revealed by criminal behaviour. It is best accomplished through cooperative processes that includes reconciliation with victims and the community at large.

Service user/client refers to:

- a child at risk or in conflict with the law that is referred to an intervention or programme for the purpose of diversion out of the criminal justice system;
- family member(s) of a child at risk or in conflict with the law that is referred to an intervention or programme for the purpose of diversion out of the criminal justice system.

Service provider - an external organization or individual who provide the Barbados Probation Service with specialized services

Service - an operational unit of a service provider, (that which the service providers provide i.e. a diversion programme).

Verification Team - members of the Barbados Probation Service and in some instances trained representatives from service provider organizations, government departments, and academic institutions that volunteer to assist in the review an organization's implementation of and continuing performance with accreditation and minimum standards.

WELCOME

Thank you for expressing an interest in becoming accredited by the Barbados Probation Service. The Barbados Probation Service's accreditation is a peer-review process which confirms that an individual, organization, group, programme and/ or service has been carefully assessed and its scale scope and quality conform to comprehensive standards.

COMMONLY ASKED QUESTIONS

Who can apply for accreditation?

Any individual, organization or group that offers a programme or service designed to provide instrumental and/or informational support.

What if my programme/service does not meet all of the standards?

Complete the self-assessment form and continue to apply. To define specific standards for all potential and unique programmes and services is impossible and impractical. Just ensure that your programme/service has the following three components:

- 1) Qualified supervision of the activity.
- 2) Sound guidelines, safety regulations and emergency procedures to conduct the activity.
- 3) Provision and maintenance of acceptable facilities and equipment.

Who do I contact if I have any questions?

You can email your queries to??? Or call the Barbados Probation Service at 536-0400.

PURPOSES OF ACCREDITATION

The primary purpose of accreditation is first and foremost concerned with the quality of diversion services and programmes provided from the perspective of public interest and public safety. In this respect, the main purpose is to assure the public, including potential clients, about the quality and effectiveness of programmes utilized to change offending behaviour of persons at risk and in conflict with the law. The accreditation system also affords diversion service providers and programmes recognition, thus serving as a mechanism for quality assurance and quality improvement of diversion in the long term.

Aims

The objectives of the accreditation and quality assurance system are to:

- Serve and protect the needs of persons at risk and in conflict with the law

- Ensure diversion service providers and programmes comply with minimum standards
- Support through capacity building, the focused development and implementation of evidence based practice
- Enable and facilitate sustained quality service delivery through support, guidance and capacity building
- Benchmark successful practices through the sharing of information
- Promote accountability
- Take decisive and appropriate action where violation of rights occur
- Facilitate continuous quality improvement of diversion programmes
- Broaden the credibility and public acceptance of diversion practice within the criminal justice system

Benefits

Benefits to service users, clients, and the public

- Level of assurance that level of service quality meets or exceeds industry standards
- Able to expect the same level of service quality across all accredited service provider organizations and programmes.
- Can be confident that there are appropriate protections in place for
 - ✓ the clients,
 - ✓ staff competence
 - ✓ supervision
 - ✓ handling of complaints and incidents,
 - ✓ physical and emotional safety
- mechanisms for accountability
- quality assurance process in place to continually improve services

Benefits to the organization being accredited

- confidence that the organization is providing good services and has built in mechanisms to ensure the organization is continually working to improve its services
- opportunity to receive feedback at the time of accreditation site visit/survey from objective, informed and skilled peers
- supports requests for funding

Although accreditation holds many benefits, accreditation does not guarantee a certain level of individual competence or that problems of an urgent nature will not arise occasionally. It does however ensure that the organizational basics are in place and appear to be the best predictors of good service and sound organizational performance. If challenges to quality service reside in the environment related to professional knowledge and capacities, accreditation should be used in conjunction with staff development and continuous professional development as a quality assurance strategy within the organization. Accreditation will set the minimal level of competence in critical functions and serve as the foundation for further initiatives to improve service quality.

Transparency and Accountability

All organizations both public and private which provide or make available programmes or services for purpose of diversion, will be transparent and accountable at all levels. Everyone who interacts with persons at risk or in conflict with the law should be held accountable for the delivery of an appropriate and high quality service.

Appropriateness and Evidence based

All diversion programmes and services provided to persons, families and communities should be appropriate to the individual's, the family and the community's needs. All diversion service providers must build upon the research and evaluation of promising and effective programmes. Programmes must also work to reduce risk factors and enhance protective factors to successfully address an individual's risky behaviour. Thus methods, techniques and approaches used must reflect evidence based practices (what works), complement and strengthen self-determination, enhance self-development and independence and be responsive to the strengths, risks and social, cultural and economic circumstances of the individual.

Eligibility Criteria

Requirements for Organizations

Authority and Competence

The organization has at least six (6) months experience in working with persons with offending and difficult behaviour or has a qualified individual in the organization with at least 2-3 years relevant experience in the field.

Mission

The organization's mission is clearly defined, and adopted.

Operational Status

The institution has been operational for at least six months with service users actively involved in its services and programmes.

Staff Compliment

The organization has a core of qualified staff with full time responsibility to the organization. The organization is also sufficient in size and experience to support all of the organization's services and programmes. A clear statement of personnel responsibilities must exist.

Eligibility Criteria for Accrediting Programmes

Minimum Standards:

Every diversion programme to be accredited should have the following:

- ✓ Pre-intervention and post intervention assessment to measure changes in behaviour
- ✓ Reasonable geographic accessibility to the client
- ✓ Appropriate to the child's age, physical and cognitive ability
- ✓ Based on research evidence of what works in reducing criminal behaviour
- ✓ Clearly articulated objectives and outcomes
- ✓ Programme designs and activities must have factors that are likely to reduce re-offending
- ✓ Must have a system of monitoring the quality of programme delivery
- ✓ Programme should be managed and supervised by professionals

Application Process for Accreditation



Step one: Expression of Intent to Accreditation

An organization interested in applying for accreditation should notify the Barbados Probation Service via email using the Registration of Intent Form to accredit as a service provider and/or accredit programmes used for diversion purposes for intervening with persons at risk and in conflict with the law. This form can be downloaded from the departmental website or requested telephonically or by email. Upon receiving of the

registration of intent, the committee will forward the Accreditation information and self-assessment package to organizations. All organizations providing programmes for the purposes for diversion can register their intent to accredit with the Barbados Probation Service. The Barbados Probation Service will continuously review Registration of intent forms and forward the self-assessment information and application packs to organizations.

Step two: Receive Self-Assessment Materials and Undertake Self-Assessment

At this point of the application process, the organization engages in a systematic way of self-examining the organization's overall performance and of evaluating service quality. This provides the framework for a fair and thorough accreditation review process, with the organization providing evidence through the self-assessment. The self-assessment serves as a tool for the applicant to evaluate the organization's strengths and opportunities for growth based on appropriate administration, management and service delivery standards.

All evidence provided for the self-assessment will be verified during a verification site visit.

The Self-assessment is Both a Process and a Document

Process - Organizations pursuing accreditation engage in a process of self-evaluation as they assess their implementation of the minimum standards. This process determines how accreditation can facilitate change in the organization's policies, procedures, and standards of practice and allows for the organization to put in place whatever needs to be established in order to become compliant with the minimum standards prior to applying for accreditation. The self-assessment also reinforces the necessary maintenance and explanation of practices that are currently operational.

Document - The self-assessment serves as the first source of evidence for the accreditation body as they plan the site visit, gain knowledge about the organization, and begin to assess the implementation of and continuing performance with the standards.

Function of Self-assessment

The self-assessment is the key component of the accreditation process and provides the first opportunity for an organization to demonstrate its implementation of/continuing

performance with diversion minimum standards. The self-assessment process requires the participation and involvement of the organization's staff, governance body, and service users/beneficiaries. The self-assessment also serves as the framework for the site visit. A site verification team reviews an organization's self-assessment information prior to coming on site. The self-assessment serves as a guide and a first source of evidence for the verification team to determine the organization's implementation of/continuing performance with the standards.

Step three: Completion of Application and Submission of the Self-assessment

After completing the self-assessment, service providers officially begin the accreditation process by submitting an application form with the completed self-assessment documentation in which they commit to a site visit date and demonstrate compliance with eligibility requirements.

An organization submits the following with its completed application form and self-assessment materials:

- Service brochures and a description of the organization's services.
- The organization's mission statement.
- A current organizational chart.
- Brochure and or description of the diversion activity.

Step four: Application Receipt and Processing

Upon receipt of a completed application, the Barbados Probation Service screens the information to reach an initial determination of an organization's eligibility for candidacy against the minimum standards for organizational eligibility. If the information at this stage is limiting and eligibility cannot be established the Barbados Probation Service will request further information. Compliance with the requirements is expected to be continuous and will be validated periodically as part of quality assurance after accreditation. If organizations at this point do not meet eligibility requirements the organization will be

informed by the Barbados Probation Service and provided with recommendations on how to proceed.

Step five: Verification Site visit

The verification site visit allows for the direct review and observation of the organization's information, services and facilities. This provides an independent assessment that the programme fully meets general service and diversion programme standards. The on-site verification visit may last one to four days depending on the number and size of the programme(s) being reviewed and will involve

- Interviews with leadership, programme staff and volunteers, and service professionals (may be conducted virtually)
- Review of on-site documents related to the organization and services including policies, systems and programme manuals
- Observation of practice within the programme(s) (depending on the nature of the programme)
- Client testimonials

Individuals to be interviewed as well as files to be reviewed will be randomly selected. In this regard it would be expected that consent be sought from clients, to partake in and utilize information for evaluation purposes is on file. It is the organizations responsibility to ensure that all of the consents from clients, staff and volunteers have been obtained prior to the site visit. The sample size used for purposes of the review (files and people interviewed) will be representative of the size of the organization (i.e. the smaller the organization the larger the sample size) as well as the characteristics of the population/clients served by the organization.

The verification site visit report will reflect the sample size and findings of the team. The team undertaking verification will consist of three to five persons, a minimum of two members of staff of the Barbados Probation Service (one of whom is a senior officer). The members of the Barbados Probation Service reserves the right to assign professionals from relevant organizations to be included in the verification team. Once the team has completed all of the interviews, file reviews and observations – a summary report of the findings will

be presented to the leadership of the organization in an exit meeting on the last day of the review. The organization will have an opportunity to respond to the findings.

General Authority of the Barbados Probation Service

The Barbados Probation Service has the responsibility to monitor compliance through quality assurance activities. Quality assurance activities are those that measure an organization's performance against an accepted way of carrying out the activities of that kind of organization. There are five general types of quality assurance activities that can be undertaken by Barbados Probation Service.

1. Response to individual issues- investigating complaints and critical incidents
2. Supportive/technical assistance- consulting on management and service delivery matters not in compliance with the service level agreements
3. Registration – compliance with basic health, building, safety and other organizational standards (Safety and Health at Work Act)
4. Inspection and audit – compliance with internal standards and policies
5. Accreditation – comprehensive review/checking by skilled and trained peer reviewers

Verification Team

It is expected that all team members

- Understand the intent of the standards and the accreditation process
- Review, understand and rate the organization's policy manuals and the self assessment materials
- Participate in the pre-site meeting and all meetings throughout the accreditation process in order to share information and clarify areas of uncertainty
- Are accurate and professional in the completion of all assigned tasks
- Provide support and feedback to fellow reviewers in the completion of their tasks
- Maintain confidentiality of information gained during the accreditation process

Competency and Qualifications

Verification Team members are members of the Barbados Probation Service and in some instances trained representatives from service provider organizations, government departments, and academic institutions that volunteer may be asked to assist in the review

an organization's implementation of/or continuing performance with accreditation and minimum standards. These representatives are either:

- management staff with a minimum of 3 years experience; and/or
- front line staff, with a minimum of 5 year experience of accredited or applicant organizations; and/or
- individuals with comparable experience and expertise.

Site Visit Activities

The site visit includes, but is not limited to:

- An opening meeting of the verification team and the organization. The purpose of the opening meeting is to provide a formal platform to introduce the verification team and all concerned to outline the site visit process.
- An organization tour.
- The observation of programmes.
- Service user/client interviews, in accordance with standards and as deemed necessary by the verification team.
- An exit meeting with the organization's leadership. The purpose of the exit meeting is to provide a formal platform to conclude the on-site review. The verification team highlights their findings and explains the next steps in the process.

Site visit duration is determined by considering the organization's size, its services, and its service delivery locations.

Recording of Review Data

As the team interviews, reviews documents and observe practice within the programme, the initial verified data are recorded by individual team members. At the end of each day the verification team meets and findings of non-compliance are brought back to the team and are recorded. It is the team's role as a collective to identify areas of practice in the organization or programme that are non-compliant to standards. The verification team has the authority to request further information, speak to programme staff about a particular

finding, and come to a decision that the programme has operated within the parameters of practice that is compliant to the standards. If there is a reasonable explanation and/or documentation to support a change, a particular finding of non-compliant may be found to be compliant.

Exit Meeting

The exit meeting will occur after all the interviews, file reviews, and observations have been completed and the data has been compiled onto the Findings Summary Sheet.

The exit meeting team will minimally consist of one team member, and the organization director or chief executive officer (or designate). The director or chief executive officer may invite other individuals to be present. The team member will reaffirm that the purpose of the exit meeting is to present the summary of the verification team's findings. The Verification Team will share positive information and provide a rationale for all standards found to be non-compliant with substantive reasons.

When the findings are Non-Compliant to the Standards;

- the organization or programme staff are given a final opportunity to provide the information or relevant evidence;
- If the team is satisfied that the presented evidence meets the requirements, the rating may be changed to compliant;
- The findings will only be changed with consensus of the team

The ultimate decision of accreditation lies with the Chief Probation Officer, Deputy Chief Probation officer, Management Team who constitute the Accreditation Committee. In order to inform the decision for accreditation the following documents are presented:

- The summary of the Verification Team Report which provides background information, including type and nature of the programme(s) reviewed and sample sizes used; and

- The Organization's Response to the Summary of Verification Team Findings.

The Accreditation committee requires that programmes demonstrate patterns of practice that are consistent and congruent to the intent and meaning of the Standards. In this regard the committee utilizes a rating scale of compliance or non-compliance for performance evaluation purposes. As such COMPLIANCE (C) means that the programme is deemed by the committee to have demonstrated adequate compliance to the standard and NON-COMPLIANCE (NC) means that the programme is deemed by the committee to not have demonstrated adequately compliance (either qualitatively or quantitatively) to the standard or requires a demonstration of compliance over a longer period of time.

Accreditation Committee Decisions:

Accreditation Granted

If a programme has demonstrated compliance to standards accreditation status will be granted. Accreditation status is granted, for a period of four years, after which an organization or programme has to be re-accredited.

To successfully earn accreditation an organization or programme must meet the following requirements:

- Meet 80% of the Diversion Programme Standards:
 - ✓ Intervention specificity
 - ✓ Clear purpose, suitability and clarity of roles and responsibilities
 - ✓ Programme quality control
 - ✓ Clear outcomes that it is designed to change
 - ✓ Specific risks that are targeted
 - ✓ Target population
 - ✓ Programme elements that will result in desired change
 - ✓ Intervention impact
 - ✓ Dissemination readiness
 - ✓ Organizational capability for implementation
 - ✓ Trained staff, supervision and on-going training
 - ✓ Feasible funding plan

- ✓ Ability to modify a program or practice model to fit the community's specific needs while maintaining fidelity to the model.
- ✓ Handle Unanticipated Problems or Setbacks
- ✓ Long-term Sustainability plan

The Accreditation committee will issue a service provider as well as programme with accreditation certificate, once an accredited status is conferred.

An Organizations or Programme that is denied accreditation status can do one of the following:

- Withdraw from the Accreditation process at this time and resubmit an application when the programme is ready to continue towards Accreditation.
- Submit a complaint in writing on the accreditation committee decision to the Chief Probation Officer within seven days

Quality Assurance: Maintenance of Accreditation, and Quality Improvement

Throughout the 4year accreditation period, organizations and programmes are required to maintain continuous implementation of /and compliance with contractual obligations as well as general social service standards and minimum standards for diversion. Maintenance of accreditation and quality improvement responsibilities include completion of a required annual progress report, self-reporting of changes or events, quality assurance processes, or third party complaint reviews, as required by the Barbados Probation Service.

If serious issues of non-compliance and weak quality of services are evident during the annual quality assurance process, the Barbados Probation Service has the authority to take immediate action to suspend or revoke the accreditation of an organization or programme.

Quality Assurance Strategy

The Barbados Probation Service is responsible for monitoring accreditation compliance as well as assisting organizations with improving the quality of services and programmes. In this regard, the purpose of the quality assurance and improvement strategy is to collect robust information, in order to inform the assessment of performance at an organizational level. This includes:

- ensuring compliance with standards
- assessing service outcomes achieved for individuals
- Using data and results to guide and change policies and practices related to diversion;
- increase operational efficiency and effectiveness of diversion service providers and programmes;
- standardize the quality of services rendered
- provide a yard stick for measuring programme performance and its ability to impact on behaviour and attitudes of service recipients;
- ensure that appropriate programmes content and policies are adhered to.

The collection and analysis of this information enables a focus on continuous improvement by targeting priorities and guiding future investment decisions.

During the four-year accreditation cycle, the quality assurance activities and processes occur on an annual basis. The process involves the active participation of all the role-players throughout the process, at every level.

ORGANIZATION/PROGRAMME SELF-ASSESSMENT FORM

CONTACT INFORMATION			
Programme Name		Website	
Contact Name		Email	
Title		Phone	
Address		CEO/Director	
Parish		CEO Email	
		Other	
DIRECTIONS			
<p>Barbados Probation Service requires that all diversion programmes serving the clients of the department must be accredited. This self-assessment is designed to provide the Barbados Probation Service with sufficient information to consider your programme an 'Accredited programme'.</p> <ol style="list-style-type: none"> 1. If your programme complies with the standard check (✓) IN COMPLIANCE and label and attach your documentation. 2. If your programme does not comply, check (✓) SEE PLAN. Using a separate sheet, please provide the steps the agency will take to come into compliance in those areas that are deficient. A short 2-3 sentence narrative. <p>Please submit your completed self-assessment to:</p> <div style="text-align: center; margin-top: 20px;"> Chief Probation Officer #33 Roebuck Street, Bridgetown, Barbados </div>			
STANDARD		IN COMPLIANCE	SEE PLAN
AGENCY/ORGANIZATION			
The agency/organization is a non-profit organization or a unit a government agency			
The agency/organization has a governing body			
The agency/organization has a written policy manual and/or employee handbook.			
The agency/organization subscribes to a code of ethical standards and practices.			
The agency/organization operates out of an office/facility that complies with all building and safety codes and is accessible to persons with disabilities			
EMPLOYEES/VOLUNTEERS			
Individuals having direct contact with the participants will be limited to employees or volunteers of the agency/organization.			

The agency/organization has an application or resume on file for each of its employees and volunteers involved in the programme		
The agency/organization will conduct criminal background checks annually on staff and sub-contractors who have one-on-one direct contact diversion participants. All volunteers will undergo either a reference and/or criminal background check.		
The agency/organization has written employee job descriptions on file.		
The agency/organization has a process for evaluating staff who are involved with diversion.		
The agency/organization has a signed oath of confidentiality form on file for all staff and volunteers associated with diversion		
TRAINING AND STAFF DEVELOPMENT		
Agency/organization will provide training/orientation to new diversion staff and volunteers.		
The agency/organization will maintain a record of training provided to diversion staff and volunteers.		
COMMUNITY INVOLVEMENT AND PARTNERSHIPS		
The agency/organization can show evidence of community involvement. (eg. List of volunteers, service sites, social media)		
The agency/organization can show evidence that they have working relationships with local police and schools		
FINANCIAL		
The agency/organization has an annual operating budget for programs related to diversion that is approved by its governing body.		
The agency/organization can provide evidence that it has liability insurance for its governing body, employees, volunteers and diversion related programs.		
RECORD KEEPING AND EVALUATION		
The agency/organization has a mechanism for evaluating the effectiveness of its diversion program.		
DIVERSION PROGRAMME COMPONENTS		
The agency/organization has a written process for channeling the needs and abilities of the clients.		
The agency/organization has written eligibility guidelines for participation in the diversion programme		
The agency/organization will utilize a confidential release of information form for all diversion participants.		

The agency/organization will show evidence that it incorporates restorative justice principles into its diversion.		
The agency/organization will have a resource or program to educate diversion participants about drugs and alcohol.		
The agency/organization will document all contact it has with diversion program participants, parents or others involved with the diversion process		
The agency/organization will have a process for exiting diversion participants from the program upon completion.		
The agency/organization will have a case closing/completion letter on file for all who complete.		
The agency/organization will notify all referral sources in writing upon completion of a diversion case.		
<p>I agree that the information cited above and included documentation in this self-assessment is true and current and is a fair representation of the operations of the operations of the organization.</p> <p>Programme Representative</p> <p>Signature: _____</p> <p>Name</p> <p>Title</p> <p>Date</p>		

INDIVIDUAL/CONSULTANT PROGRAMME SELF-ASSESSMENT FORM

CONTACT INFORMATION			
Programme Name		Website	
Contact Name		Email	
Title		Phone	
Address		CEO/Director	
Parish		CEO Email	
		Other	
DIRECTIONS			
<p>Barbados Probation Service requires that all diversion programmes serving the clients of the department must be accredited. This self-assessment is designed to provide the Barbados Probation Service with sufficient information to consider your programme an 'Accredited programme'.</p> <ol style="list-style-type: none"> 1. If your programme complies with the standard check (✓) IN COMPLIANCE and label and attach your documentation. 2. If your programme does not comply, check (✓) SEE PLAN. Using a separate sheet, please provide the steps the agency will take to come into compliance in those areas that are deficient. A short 2-3 sentence narrative. <p>Please submit your completed self-assessment to:</p> <div style="text-align: center; margin-top: 20px;"> Chief Probation Officer #33 Roebuck Street, Bridgetown, Barbados </div>			
STANDARD		IN COMPLIANCE	SEE PLAN
INDIVIDUAL/CONSULTANT			
The individual/consultant operates out of an office/facility that complies with all building and safety codes and is accessible to persons with disabilities			
EMPLOYEES/VOLUNTEERS			
Individuals having direct contact with the participants will be limited to employees or volunteers of the individual/consultant.			
The individual/consultant has an application or resume on file for each of its employees and volunteers involved in the programme			
The individual/consultant will conduct criminal background checks annually on staff and sub-contractors who have one-on-one direct contact diversion participants. All volunteers will undergo either a reference and/or criminal background check.			
The individual/consultant has written employee job descriptions on file.			

The individual/consultant has a process for evaluating staff who are involved with diversion.		
The individual/consultant has a signed oath of confidentiality form on file for all staff and volunteers associated with diversion		
TRAINING AND STAFF DEVELOPMENT		
Individual/consultant will provide training/orientation to new diversion staff and volunteers.		
The individual/consultant will maintain a record of training provided to diversion staff and volunteers.		
COMMUNITY INVOLVEMENT AND PARTNERSHIPS		
The individual/consultant can show evidence of community involvement. (eg. List of volunteers, service sites, social media)		
The individual/consultant can show evidence that they have working relationships with local police and schools		
FINANCIAL		
The individual/consultant has an annual operating budget for programs related to diversion that is approved by its governing body.		
The individual/consultant can provide evidence that it has liability insurance for its governing body, employees, volunteers and diversion related programs.		
RECORD KEEPING AND EVALUATION		
The individual/consultant has a mechanism for evaluating the effectiveness of its diversion program.		
DIVERSION PROGRAMME COMPONENTS		
The individual/consultant has a written process for channeling the needs and abilities of the clients.		
The individual/consultant has written eligibility guidelines for participation in the diversion programme		
The individual/consultant will utilize a confidential release of information form for all diversion participants.		
The individual/consultant will show evidence that it incorporates restorative justice principles into its diversion.		
The individual/consultant will have a resource or program to educate diversion participants about drugs and alcohol.		
The individual/consultant will document all contact it has with diversion program participants, parents or others involved with the diversion process		
The individual/consultant will have a process for exiting diversion participants from the program upon completion.		

The individual/consultant will have a case closing/completion letter on file for all who complete.		
The individual/consultant will notify all referral sources in writing upon completion of a diversion case.		
<p>I agree that the information cited above and included documentation in this self-assessment is true and current and is a fair representation of the operations of the operations of the organization.</p> <p>Programme Representative</p> <p>Signature: _____</p> <p>Name</p> <p>Title</p> <p>Date</p>		

APPLICATION FORM FOR ACCREDITATION

The submission of this form and the required self-assessment documentation is part of the first phase in applying for accreditation. The form and self-assessment documentation will be evaluated in detail. The Barbados Probation Service will not proceed further with the verification site visit unless it appears from this submission that the organization and programme is likely to meet the requirements for accreditation. It is therefore essential that the information provided is comprehensive and accurate.

APPLICATION
Date of Application
Name of Organization :

Address:	
Head of Organization	Name:
	Title:
	Email:
	Telephone
Scope/Nature of organization	
CONTACT PERSON FOR THE PURPOSES OF THIS APPLICATION	
	Name:
	Title:
	Email:
	Telephone:
ORGANIZATION LEGAL STATUS AND STRUCTURE	
STRUCTURE: Governmental <input type="checkbox"/> Non-Governmental <input type="checkbox"/> Charity <input type="checkbox"/>	
LEGAL STATUS: Non-profit <input type="checkbox"/> Trust <input type="checkbox"/> Voluntary Association <input type="checkbox"/>	
Private Company <input type="checkbox"/> Public Company <input type="checkbox"/> Sole Proprietor <input type="checkbox"/>	
For Profit <input type="checkbox"/> Partnership <input type="checkbox"/>	
Date Organization Established	
Date Organization was registered/incorporated	

Does your organization hold all applicable licenses, certifications, and the like required to operate?

☐ No

☐ Yes (Please attach certified copies of all certificates to this application)

SERVICES INFORMATION	
How would you describe the services that your organization provides? (check all that apply)	
<input type="checkbox"/> welfare services	<input type="checkbox"/> educational services
<input type="checkbox"/> criminal justice services	<input type="checkbox"/> crisis services
<input type="checkbox"/> behavioural health services	<input type="checkbox"/> residential services
<input type="checkbox"/> psychological services	<input type="checkbox"/> general healthcare services
<input type="checkbox"/> child development and support services	<input type="checkbox"/> other (please list)
<input type="checkbox"/> child/youth development services	
Which best describes the population(s) you serve (check all that apply)	
<input type="checkbox"/> children (0-10 years)	<input type="checkbox"/> children (10-17 years)

2. I have taken reasonable steps to confirm the accuracy of the claims made by staff in respect of qualifications and experience.

4. I am prepared to accept the final decision of the accreditation unit as to the outcome of the accreditation process.

3. I accept that the term "accredited by the Barbados Probation Service" means that the quality of programmes and services of my organization has been verified by the Accreditation Unit of the Department and found satisfactory, and I undertake not to represent my institution as having this recognition before it has been granted or after it has been withdrawn.

4. I accept that I remain responsible for ensuring that the institution complies with relevant statutory requirements along with quality service standards and criteria as set out by policy of the Barbados Probation Service.

Signature

Full Name

Date