

Tips for Building an Effective Leadership Transition Plan

A strong leadership transition plan doesn't just protect operations; it protects your abuse prevention system.



01: Build the Plan Before You Need It

Don't wait for a leadership change to figure out critical details. Your plan should clearly define:

- Who oversees safety and prevention
- Where key records and documentation live
- How incidents are reported and escalated
- What deadlines, obligations, or reviews must continue uninterrupted



02: Review and Update Annually

Organizations change, and risk changes with them. Review your transition plan every year to ensure it reflects:

- New programs or services
- Additional facilities or locations
- Updated technologies or systems
- Shifts in staffing models or leadership structure



03: Embed Safety Into Leadership Onboarding

Every new leader should receive a structured orientation to your full prevention framework, including:

- Current accreditation status and safety priorities
- Reporting pathways and response expectations
- Patterns from past concerns and how they were addressed
- Access to historical incident and claims documentation



04: Involve the Right People

Effective transition planning isn't siloed. Include:

- Outgoing and incoming leaders
- Board leadership
- Risk management, compliance, and HR



05: Treat Leadership Change as a Risk Event

Leadership transitions should automatically trigger:

- Clear communication about reporting pathways
- Reconfirmation of safety roles and responsibilities
- Verification that access to sensitive records remains intact