

1.5.2 Participant Safeguarding Policy

1.5.2.1 Purpose

Nepean Centre actively works towards implementing and operating a Safeguards process to ensure our participants always feel safe and secure.

The aim of the policy is to:

- Improve how we support people with disability, participants, and their support networks to create or increase safeguards.
- Show how we will be more proactive in supporting people with disability, participants, and their support networks to identify, assess and manage risk of harm.
- Provide clarity on roles and responsibilities in the NDIS support system within our organisation.
- Improve safeguarding resources for people with disability and our staff.

1.5.2.2 Scope

This applies to all participants, staff, volunteers, and contractors.

1.5.2.3 Definitions

Term	Description
Safeguards might include:	<ul style="list-style-type: none"> • getting support to make decisions. • building relationships with people who can help. • learning how to stay safe, using accessible information
Accessible information	When information is accessible, it is easy to: <ul style="list-style-type: none"> • find and use. • understand.
Support network	A support network is all the people who support people with disability <i>to use safeguards.</i>
Violence	when someone hurts you
Abuse	when someone treats you badly
Neglect	when someone is not helping you the way they are supposed to
Exploitation.	when someone takes advantage

1.5.2.4 Policy

- Nepean Centre is guided by six principles outlined in the NDIS Safeguard Policy. These principles are:
 - Safety culture
 - Empowerment
 - Individual circumstances
 - Proactive support
 - Dignity of risk and informed decision-making
 - Informal support networks.
- Nepean Centre staff will undergo regular police and working with children checks upon recruitment and annually to ensure they can work with participants.
- Nepean Centre will maintain effective Risk and Quality and Safeguard management systems through key points:
 - a. A focus on the safety of people with disability by always thinking and discussing keeping participants, safe and including participants in our planning.
 - b. Support participants to be in control through understanding risks and safeguards and the skills to manage these.
 - c. Think about what participants need to have safeguards that meet their needs and experiences.
 - d. Support participants to be ready, through safeguards before a risk occurs.
 - e. Helping the support networks around people with disability.
 - f. Respect participant's decision, to make their own decision regarding what safeguards they want, how they will be implemented and the support they may need.
 - g. Support participants to have safeguards by supporting them to make connections in their community and finding people who can assist them.

- The policy has four focus areas. They outline how we will work together with participants to minimise risk of harm. These will be managed within our Incident Management processes and include:
 - a. A proactive and individual approach to identifying, assessing, and managing risks.
 - b. Developing the workforce and capability of people with disability.
 - c. Working with people with disability to proactively develop safeguards.
 - d. Effective corrective measures in response to incidents.

1.5.2.5 Procedure

Nepean Centre will implement this policy through the four key focus areas:

1. Proactive approach to identifying, assessing, and managing risks through our risk management and incident management policy and processes.
2. Developing workforce capability by ensuring our Recruitment and Selection, Staff Training and Human Resources Policies and processes:
 - a. select workers with the right skills and knowledge to support people with disability,
 - b. undergo all checks required including police and working with children,
 - c. have monthly training to keep them updated on skills and knowledge required to support people with a disability.
3. Working with people with disability to proactively develop safeguards through:
 - a. regular communication channels such as Participant Information Manuals and
 - b. six monthly plan meetings.
 - c. Risk, Incident and Quality management processes.
4. Effective corrective measures in response to incidents through:
 - a. Ensuring staff are trained to assist participants to:
 - i. know what they might be at risk of.
 - ii. think about if they are at risk.
 - iii. manage risks.
 - b. Including networks in the community to support participants to know who they can contact and what to do before they are needed.
 - c. Assist participants if anything goes wrong by ensuring we have sufficient support processes and policies in place and staff trained to manage these.

1.5.2.6 References

- www.ndis.gov.au/participantsafeguarding
- www.ndis.gov.au
- Participant Safeguarding Policy Implementation Plan (NDIS)
- Participant Safeguarding Policy Easy Read