participation and integration

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| Policy number | Draft |
| Effective from | September 2021 |

AIM

1. To promote and support equal rights and opportunity to access the community relevant to the Participant's interests and goals. To develop meaningful relationships and opportunities within the community.

sCOPE

1. This policy applies to all FLINTWOOD participants and employees
2. DEFINITION

**Participation** – the action of taking part in something.

**Integration** - the act or process of uniting people.

**Access -** the means or opportunity to approach or enter a place

**Community** – a group of people living in the same place or having a particular characteristic in common

**Equal Opportunity** - the right to be treated without discrimination

1. POLICY

4.1 FLINTWOODrecognises the importance of assisting and supporting people to participate actively and meaningfully in all areas of their lives and be integrated into their community. FLINTWOOD provides support and skills training that enhance the persons’ participation in all aspects of the service and chosen aspects of the community.

4.2 FLINTWOOD encourages and supports people to develop and maintain involvement in their local community including the development of social networks.

1. Procedures

5.1 The needs of each Participant for participation and integration are identified and addressed through the NDIS planning process and developed personal and NDIS goals.

5.2 The development of the skills and responsibilities required for meaningful participation and integration in the life of the community are practiced and acquired through participation in aspects of the service, including decision-making.

5.3 Employees act as a resource person providing information to facilitate participants’ access to events, facilities and activities in the community.

5.4 Support and encouragement is given to people to:

* participate in all aspects of FLINTWOOD’s planning, development and evaluation
* access community activities of their individual choice
* develop networks and positive relationships with members of the community
* promote relationships of their personal choice, including family and friends.

5.5 People are supported to participate in the community in ways that reflect community involvement.

5.6 Employees’ support and assist people in developing their networks wherever possible, beyond paid Carers, to meaningful relationships with other community members.

5.7 Employees’ support and assist people in participating in activities and facilities in the community to achieve genuine integration and equal opportunity.

5.8 Employees provide modelling and training to people on appropriate community standards to promote integration and acceptance. This includes appropriate dress and hygiene.

5.10 Employee accompanying the Participant into the community is required to be the educator where necessary, adhere to their duty of care, and ensure that they allow the individual dignity of risk in the activities they are responsible for.

5.11 FLINTWOOD encourages the need for individual and small group community activities.

5.12 FLINTWOOD provides information to all participants to enable individuals to access community facilities to mainstream services, such as public transport, community services such as libraries, community colleges, local support groups and community events. This information is provided through sharing of information, notice boards, social media and programming.

5.13 Employees are to present in a way that is professional and dignified.

5.14 The employee ratio will be determined by the following criteria:

* + The amount of support each Participant requires.
	+ The amount of support available at the current destination.
	+ The ability of the participants to comprehend requests.
	+ The travel skills of the participants to be ~~accompanied~~ supported.
	+ The skills of the employee about to escort the ~~individuals~~ participants.
	+ Recourses available.

5.15 All community access is to be conducted after completing a Community Risk Assessment.

1. RESPONSIBILITIES

**Employee**

* To adhere to the policy
* To support the Participant to access the community and support their involvement in community events and activities.

Service Manager

* To complete individual risk assessments
* To complete off site risk assessments.
* To adhere to this policy
* To provide training and education to employees and participants in community participation and integration.

General Manager

* To ensure individual and offsite risk assessments are current.
* To update policy when required.

CEO

* Ensure adherence to policy

CHANGE HISTORY

| Version | Release / Review date | Author / Reviewer | Change details |
| --- | --- | --- | --- |
| 0.1 | 11/09/2013 |  |  |
| 0.2 | 14/9/21 | Ashleigh Saunders  | Reformatting, updates |
| 0.3 | September | Policy Committee | Read and Approved |