



Upper Great Southern Family Support Association Inc

Policy On
**HUMAN RIGHTS &
FREEDOM FROM
ABUSE AND NEGLECT**

Date Adopted: October 2005

Date Last Revised: November 2010

Review Date: October 2011



Upper Great Southern Family Support Association Inc.

Policies and Procedures

Policy and Procedure: Human Rights & Freedom from Abuse and Neglect	Date Adopted: October 2005
Number of pages: 3	Date of Last Revised: November 2010
Related Disability Service Standards: 1,2,3,4,5,6,7	Review Date: October 2011

Human Rights & Freedom from Abuse and Neglect

Purpose of this policy

The purpose of this policy is to ensure that all Service Users of Upper Great Southern Family Support Association Inc (UGSFSA) are protected under the ninth Disability Service Standard and that all staff employed by UGSFSA are trained in every aspect of the ninth Disability Service Standard.

The Policy

To provide services that promote and uphold legal and human rights through specific procedures and informed staff, in order to protect Service Users against all forms of abuse and neglect

Guiding Principles

- Staff are trained in identifying issues relating to the Ninth Standard
- Service Users are aware of their rights under the Ninth Standard
- The reporting process for reporting abuse and neglect is fully understood by staff and Service Users and clearly outlines responsibilities
- All staff understand that confidentiality is paramount
- Client programs clearly outline responsibilities of all parties and are reviewed on a regular basis. Supervisors will undertake periodic checks to ensure that abuse and neglect is not happening
- Staff are trained to write reports that identify possible abuse and/or neglect

The Procedure

- Staff Training
- Induction covers introduction to identifying abuse and neglect
- The need to respect religious and cultural values
- Refresher courses – ongoing training is conducted on a regular basis

Client Awareness

- Upon the access to our service the Service Users are given a copy of the nine Disability Service Standards

Reporting Process

- It is the responsibility of carers to report possible abuse and neglect, following organisational procedure to his/her senior supervisor, who will then undertake the investigation and report to the CEO, who will then report to the Board
- Any suspicion, no matter how slight, of possible abuse/neglect MUST be reported

Confidentiality

- All staff sign a confidentiality agreement and when reporting an incident to his/her Supervisor, the need for confidentiality is reinforced
- Under no circumstances are staff to discuss suspicion of abuse/neglect with each other

Client Programs

- All individual programs are developed with all stakeholders involved
- The review process is ongoing, however, there is a formal quarterly review on Community Access programs and monthly reviews on Accommodation programs

Staffing

- Although the organisation endeavours to provide carers that are compatible with Service Users, changes can be made upon request by either party.
- UGSFSA will endeavour to ensure compatibility of staff members working together to increase effectiveness

Spot Checks

- During the induction process staff are made aware that unannounced and thorough spot checks will be undertaken, followed by a written report

Report Writing

- All reporting is required to be clear, precise and objective – formal and informal training/feedback will be provided

Review of the Policy

This policy will be reviewed on an annual basis. However, is at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.