

## Safeguarding policy

### Policy statement

Above and Beyond Disability Solutions Pty Ltd (AABDS) is committed to promoting and protecting individual rights. This policy outlines the role of safeguarding supports and mechanisms to ensure the safety of participants and the quality of services.

Safeguarding includes all actions designed to protect the rights of people to be safe from the risk of harm, abuse and neglect, while maximising the choice and control they have over their lives. AABDS is dedicated to providing an environment where participants to whom it provides services are protected from abuse, neglect or harm and where employees work according to our organisational values.

This policy supports AABDS to apply the [National Standard for Disability Services](#). This policy guides employees to support people to exercise their rights and exercise choice and control over their services.

### Scope

All employees and contractors are responsible for working within the policy and reporting when safeguarding is not adequate. This policy is owned by the Governing Body.

AABDS's policy on restrictive practices applies at the same time as this policy and anytime safeguards are developed.

### Principles

- Safeguarding improves safety and wellbeing, while imposing the least possible restriction on an individual and their choices.
- Safeguards are responsive to the individual's circumstances and are relevant to the risk within these circumstances. These factors may change over time.
- Every participant should be supported to develop their individual skills and capacity and be involved in determining their own safeguards.
- Participants who need and want support to make decisions will be supported to exercise choice.
- Safeguards can be informal or formal and work at an individual and/or organisational level.

### Practice requirements

- **Developmental** – Each participant's plan should include supports and strategies that increase their skill and capacity in order to minimise vulnerability and risk.

- **Self-determination** – AABDS will work with participants to maximise their full involvement in the consideration and determination of their own safeguards, to the extent of their capacity.
- **Individualised** – The consideration and determination of safeguards is relevant to the participant’s circumstances and proportionate to their level of vulnerability and risk.
- **Responsive** – Safeguards will be responsive to the circumstances of the participant at a particular time and may need to change over time as the participant’s circumstances change.
- **Assume capacity** – AABDS will always start with the assumption that participants have capacity to make decisions and exercise choice, regardless of their disability, unless proven otherwise for a specific decision. Capacity is decision-specific. Participants who require support to make decisions and exercise choice should have access to the support they need.
- **Minimum restriction** – Safeguarding enhances a participant’s and other community members’ safety and wellbeing, while imposing the least possible restriction on a participant and their choices.

### Related policies

- Code of Conduct policy
- Choice and Control policy
- Restrictive Practices policy

### Related links

- [National Standards for Disability Services](#)
- [National Standards for Mental Health Services.](#)
- [NDIS Practice Standards](#)
- [NDIS Act 2013](#)
- [NDIS Quality & Safeguarding Framework](#)
- [National Standards for Disability Services – evidence Guide](#)
- [Carers Recognition Act 2010](#)
- [Disability Services Act 1993 \(WA\)](#)
- [Guardianship & Administration Act 1990](#)
- [Disability Services and Inclusion Act 2023](#)

## Acknowledgements

AABDS adheres to the [NDIS Code of Conduct](#) and [NDIS Practice Standards](#) for providers and workers. Our Quality Services and Supports promote the [National Standards for Disability Services – evidence Guide](#)

The organisation promotes the Human Rights principles of the Convention on the Rights of Persons with Disabilities.

## POLICY HISTORY

Policy name	Safeguarding	Policy owners	Governing Body
Policy created	July 2018	Approved by Board	Oct 2018
Policy reviewed	July 2019	Approved by Board	July 2019
Policy reviewed	Oct 2019	Approved by Board	Oct 2019
Policy reviewed	Aug 2021	Approved by Board	Aug 2021
Policy reviewed	Dec 2022	Approved by Board	Dec 2022
Policy reviewed	Feb 2024	Approved by Board	Feb 2024
Current version no.	2.3	Due for review	Feb 2026

## Safeguarding procedure

This procedure explains how Above and Beyond Disability Solutions Pty Ltd (AABDS) will implement its policy for safeguarding both generally and for the participants it supports. This policy supports AABDS to apply the [National Standards for Disability Services](#).

### Planning and support

AABDS uses a values-based approach to recruitment to ensure employees are able to contribute to the culture of the organisation and human rights, including the right to be free from harm, abuse and neglect. All prospective employees are required to undergo pre-employment screening before being offered a position at AABDS.

Managers are required to support the ongoing understanding of direct care for employees on issues relating to safeguarding by providing information, professional development and support on a case by case basis.

When developing individual safeguarding strategies, the participant will be involved in the process, along with others the participant identifies as essential.

Safeguard planning must consider the participant's situation and their strengths. This includes any potential risks, corresponding safeguards and strategies to build the participant's capacity and skills.

A balance needs to be achieved between meeting duty of care responsibilities and the participant's freedom to make decisions. AABDS supports participants to make informed decisions and choices including being aware of any risks or consequences recognising that all people learn and grow from trial and error.

If there is an occasion where the participant is unable to assess and recognise risks in a particular circumstance, supported decision making should be considered. If this is the case, the nominated representatives should also be involved in the consideration and determination of a participant's safeguards. This is often family members, carers and/or advocates.

Handover notes between AABDS employees or with other service providers must include formal advice of safeguarding requirements as part of AABDS's duty of care, subject to any legal privacy considerations and the consent of the participant.

All employees are required to ensure detailed, accurate and up-to-date records and information are maintained for AABDS to meet its contractual and mandatory reporting requirements. AABDS relies on this information from participants, families, carers, advocates and other key stakeholders to regularly monitor service delivery and inform service review.

Information collection and analysis is undertaken to identify early warning signs for overall service improvement and identifies trends in practice and service delivery that could be improved.

Employees must record any concerns in participants' progress notes and advise their manager. Refer to the Incident Reporting policy and procedure if an incident report is required.

## **Responsibilities**

AABDS employees are responsible for:

- safeguarding the wellbeing and safety of participants in receipt of service from the organisation. Any employee aware of any risk to a participant, whether that is a concern or a specific incident, must report it immediately to their manager.

AABDS managers are responsible for:

- recording any concern or allegation and follow the relevant procedure to minimise harm and prevent further occurrence or escalation.

AABDS Directors are responsible for:

- the implementation and monitoring of this procedure.

## **Reporting**

AABDS Directors will complete and lodge a Serious Incident Report with the relevant funding body and provide a report outlining any changes required in policy and/or practices to prevent similar incidents from occurring again.

## **Review and evaluation**

Any time there are concerns or allegations about abuse, neglect or harm, once the risk or incident has been responded to, AABDS will explore opportunities to reduce the risk of the same thing happening again. AABDS Managers will engage with relevant stakeholders, including the affected person, families, advocates and employees to identify any strategies, systems, process or practice improvements that could be applied.

This procedure is reviewed every 12 months or sooner where improvements in practice are identified through internal or external monitoring of best practice. AABDS routinely monitors for any changes to the National Disability Insurance Scheme Quality and Safeguarding Framework and State Government policy and guidelines on safeguarding.

Any breach of this policy or procedure by employees will render the person liable to disciplinary action, and/or criminal proceedings.

The Directors shall consider and decide at what time disciplinary procedures shall be commenced, if the matter relates to employee negligence.

### Key contact

Questions about how to implement this procedure should be directed to [Kristy McPherson](#), Director on 0417069124.

### PROCEDURE HISTORY

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Policy created	July 2018	Approved by Board	Oct 2018
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