

**POL 0031****Participation and Inclusion Policy**

Responsibilities and Delegations	
The Policy Applies To	Committee of Management Administration Staff Support Workers Program Managers / Program Developers / Assistant Program Managers Senior Management Assistant Executive Director Executive Director
Specific Responsibilities	Administration Staff Support Workers Program Managers / Program Developers / Assistant Program Managers Senior Management Assistant Executive Director Executive Director
Policy Approval	Committee of Management (Aurora Support Services)

Policy Context – this policy relates to :	
Standards	NDIS Practice Standards Core Module 1, Rights and Responsibilities – Person Centred Supports (Community Participation and Social Inclusion)
Legislation	<ul style="list-style-type: none"><li>• Australian Human Rights Commission Act 1986</li><li>• Equal Opportunity Act 2010</li><li>• Charter of Human Rights and Responsibilities Act 2006</li><li>• Anti Discrimination Act 1991</li><li>• NDIS Practice Standards 2013</li><li>• National Disability Insurance Scheme Act 2013</li></ul>
Contractual Obligations	<ul style="list-style-type: none"><li>• NDIS Terms of Business</li><li>• Continuity of Support Program Funding Agreement</li><li>• Department of Environment, Land, Water and Planning</li></ul>
Organisational Related Policies / Procedures	<ul style="list-style-type: none"><li>• Code of Conduct Policy</li><li>• Compliments and Complaints Management Policy</li><li>• Decision Making and Choice Policy</li><li>• Diversity and Cultural Inclusion Policy</li><li>• Drug, Alcohol, Gambling and Restricted Activities Policy</li><li>• Individual Needs Policy</li><li>• Participant Rights Policy</li><li>• Participant Service Charter (in progress)</li><li>• Service Access Policy</li><li>• Valued Status Policy</li><li>• Privacy, Dignity and Confidentiality Policy</li><li>• Participant Damage to Staff / Participant / Organisational Third Party Property Policy</li></ul>
Organisational Related Forms / Documents	<ul style="list-style-type: none"><li>• Participant Profile</li><li>• Risk Assessment – Participant</li><li>• Risk Assessment – Activity / General</li><li>• Right to Complain Poster</li></ul>

**POL 0031****Participation and Inclusion Policy****Purpose**

Aurora Support Services programs are designed and delivered in ways that offer opportunities for physical and social inclusion in the general community. This means being actively involved and engaged and developing meaningful relationships through community based activities.

This policy applies to all of Aurora Support Services programs and activities.

**Policy Statement**

Aurora Support Services is committed to ensuring participants, where practicable :

- Have access to the same places as the rest of the community.
- Receive their services in community settings alongside other members of the community.
- Have the opportunity to socialise and build relationships with members of the wider community.

**Procedures**

The following procedures are to be implemented to enable Aurora Support Services to meet its policy objective of ensuring participants enjoy maximum participation and inclusion in and with the community.

Aurora Support Services will:

- Structure its programs and services to be provided in a way that facilitates the inclusion and participation of participants with other members of the community.
- Develop program strategies to make the greatest possible use of community facilities and services.
- Use community facilities and services in a manner and at times that coincide with those of the wider community.
- Assess the risks involved to address our duty of care when accessing community venues.
- Select volunteers on the basis of their own involvement and connection with the wider community, amongst other attributes.
- Involve other members of the community in the inclusion of the Aurora Support Services participants in participative community activities.
- Collaborate with other community groups and their members, to facilitate the inclusion of Aurora Support Services participants in their activities.
- Avoid large group activities for participants which are likely to have the unwanted effect of stigmatising or excluding them from community contact, acceptance or involvement.
- All participants and their families or advocates are to be provided with a Participant Information Pack on commencement of services and then annually highlighting the organisation's commitment to Participation and Inclusion.
- All employees are to be provided with an overview of the organisation's policy on Participation and Inclusion during their induction and a staff copy of the policy is to be kept in each service outlet.

**Continuous Improvement**

The Services Director/s are responsible for reviewing and updating this policy on a two yearly basis. However, if 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 will be reviewed immediately and amended accordingly.

Controlled Document						Page 2 of 2
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