



Policy and Procedure name	<i>Advocacy</i>
Version	<i>1.0</i>
Responsibility	<i>Chief Executive Officer</i>
Date of development	<i>May 2017</i>
Date of next review	<i>Annual review cycle, or following any reportable incident</i>
Relevant standards	<i>Human Services Standards, 2012 (Vic) National Standards for Disability Services, 2013 (Cth) NDIS Terms of Business, 2016</i>

Our Vision

To enhance lives and change perceptions of Down syndrome within society through dance, fitness and performance.

Purpose

- To support and promote the participation and voice of people with a disability
- To support and promote service users' right to use an independent advocate when interacting with any aspect of the service.

Related Policy	Forms
Complaints Policy	Incident Report
Charter of Rights	Feedback form
Privacy Policy	Enrolment Form

Policy

e.motion21 will provide assistance and support to ensure that:

- The rights of people with a disability are upheld as valued members of the community
- People with a disability actively participate in decision making processes, particularly those where the outcomes impact on their lives.

The need for advocacy can be identified in a number of ways. Advocacy is provided when requested by people with a disability. Family or carers might also request advocacy support, when appropriate.

Advocacy strategies may include:

- Acting with, or making representation on behalf of, people with a disability
- Referrals to appropriate bodies to effect the resolution of complaints
- Influencing policies and practices to promote fair treatment and social justice for people with a disability.

Self-advocacy

Self-advocacy plays a significant role in enabling people with a disability to develop the skills to ensure that their rights and interests are respected and realised.

e.motion21 is committed to supporting and encouraging self-advocacy of its service users. For people with a disability self-advocacy is about:

- Speaking on one's own behalf

- Understanding rights
- Making real choices
- Learning new skills.

Responsibilities

Every person working or volunteering at e.motion21 is responsible for understanding and supporting service users' advocacy rights and their right to use an independent advocate.

Process

Staff, contract teachers and volunteers all work to promote and support self-advocacy amongst service users.

Where a service user chooses to use an independent advocate, e.motion21 will interact with this person. e.motion21 will also work with a service user in referring them to various independent advocates should e.motion21 be requested to do so by the service user. e.motion21 has provided a list of independent advocates on the organisation's website.

e.motion21 will cooperate with an independent advocate and work with them to best fulfill the needs of the service user. While working with the advocate, e.motion21 will maintain all lines of communication with both the advocate and the service user.

Privacy

Though an advocate may be used at the request of a service user, e.motion21 will respect and maintain the privacy of the service user in accord with the organisation's Privacy Policy. Any requests for the personal information of a service user from an advocate will be directed to the service user, in writing, by e.motion21.

<i>Document history</i>			
<i>Date of review</i>	<i>Reviewed by</i>	<i>Endorsed by</i>	<i>Notes</i>
<i>May 2017</i>	<i>Chief Executive Officer</i>	<i>Chief Executive Officer</i>	
<i>February 2018</i>	<i>NDIS/DHHS Project Officer</i>	<i>Chief Executive Officer</i>	<i>Reviewed, no changes</i>