



Policy name	<i>Health & Behaviour Management Policy and Procedure</i>
Version	<i>1.0</i>
Responsibility	<i>Board</i>
Date of development	<i>January 2018.</i>
Date of next review	<i>Annual review cycle, and following any reportable incident</i>
Relevant standards	<i>Child Safe Standards Human Services Standards, 2012 (Vic) National Standards for Disability Services, 2013 (Cth)</i>
Relevant legislation	<i>NDIS Terms of Business, 2016 Child Wellbeing and Safety Act 2005 (Vic). Crimes Act 1958 (Vic).</i>

Our Vision

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

Purpose

- To safeguard the physical and emotional safety of all those involved in an e.motion21 program (this includes but is not limited to: participants, teachers, staff, volunteers).
- To appropriately protect the privacy and dignity of all those involved in an e.motion21 program (this includes but is not limited to: participants, teachers, staff, volunteers).

Related Policy	Forms
Code of Conduct	Incident Report
Child Safety Policy	Health/Behaviour Management Plan (template)
Diversity Policy	
Privacy Policy	
Recruitment Policy	
Incident Reporting Policy and Procedure	
Workplace Health and Safety Policy and Procedures	

Policy

e.motion21:

- is committed to promoting and protecting the physical and emotional safety of all those involved in its programs;
- supports and respects all participants, staff, contractors and volunteers;
- is committed to safeguarding the dignity of all those involved in its programs
- does not use any form of 'restrictive intervention' (as defined by the *Disability Act, 2006 Vic*) with any participants

Responsibilities

Every person working or volunteering at e.motion21 is responsible for the care and protection of both themselves as well as all other individuals involved in e.motion21 programs.

The **Chief Executive Officer** of e.motion21 is responsible for:

- ensuring that all staff, contractors and volunteers are aware of relevant laws, organisational policies and procedures and their obligations under these documents;

- providing support for staff, contractors and volunteers in undertaking their responsibilities.
- Assessing and investigating any reported incidents and, where appropriate and/or legally required, reporting incidents to relevant authority/ies.

The **Artistic Director and Contract Dance Teachers** must ensure that they:

- Are aware of any noted health/behavioural/personal issues on an e.motion21 participant's enrolment form
- Are aware of every participant's consent, or refusal, of First Aid as indicated on their enrolment form
- liaise with carers regarding any health/behavioural/personal issues - that have been highlighted during the enrolment process – and may require assistance from e.motion21 staff, contractors or volunteers which contain the potentiality of placing either or both parties in a vulnerable position

All staff, volunteers and contractors must:

- familiarise themselves with the relevant laws, the Child Protection Code of Conduct and this and any other policies in relation to health and wellbeing protection and comply with all requirements;
- provide an environment that is supportive of all individual's emotional and physical safety.

Recruitment

e.motion21 undertakes a comprehensive recruitment and screening process for all workers and volunteers which aims to:

- promote and protect the safety of all individuals under the care of the organisation;
- identify the safest and most suitable people who share e.motion21's values; and
- prevent a person from working at e.motion21 if they pose a risk to any individual or group of individuals.

e.motion21 undertakes pre-employment screening and requires all staff, volunteers and contractors to undergo a police check, a working with children check and a Disability Worker Exclusion Scheme (DWES) check before commencing work and during their time with e.motion21 at regular intervals, and to provide evidence of these checks.

Once engaged, workers and volunteers are provided with this Policy (amongst all other organizational policies and procedures) and must review and acknowledge their understanding of this Policy.

Risk Management

e.motion21 ensures that the safety of all those who interact with its programs is a part of its overall risk management approach. We are committed to protecting individuals once a risk is identified and have risk management strategies in place to identify, assess and take steps to minimise abuse risks, including risks posed by health limitations, physical environments and online environments.

e.motion21 has a Finance and Risk Management Committee which is committed to identifying and managing risks at e.motion21.

Procedures

These procedures relate to minor incidences pertaining to health and behavioral issues (for example, toileting assistance, assistance when an individual is unwell, etc). Please refer to the e.motion21 *Emergency Procedure Flowchart*, *Child Safety Policy* and the *Incident Reporting Procedure* for action to be taken for major and/or reportable incidences.

While it is preferable for staff members, contractors and/or volunteers to assist individuals in minor incidences pertaining to health and behavior issues, such assistance is not compulsory. Should anyone, for any reason, not wish to assist an individual please alert the line manager immediately and make other arrangements to ensure that the individual involved receives the help required (e.g another staff member, contractor or volunteer provides help or the individual's carer is contacted to provide assistance).

Be aware of and follow Workplace Health and Safety procedures (ie use of gloves in the event of a hygiene risk) including risk assessment of situations where assisting others may put oneself at risk.

Where possible, ensure that at least two staff members, contractors and/or volunteers are present when providing personal assistance to individuals (e.g assisting with changing clothes, toileting, etc)

Any 'accidental event' (e.g toileting mishap, vomiting, etc) should be reported internally via the e.motion21 Incident Report template and any corresponding procedures should be followed. If the person subject to the 'accidental event' is a participant, alert his/her primary carer immediately.

How information related to a participant's health and/or behavior is collected

Via the e.motion21 enrolment form.

Where this information is kept

Any pertinent information related to a participant's health or behavior must be recorded both in their personal file and on their entry in *Teacher Kit*.

How further notes/plans are kept

Any development of a health or behavior plan must be done in consultation with the Artistic Director, the participant's carer and any other advocate or health professional if requested by the participant and/or his/her carer.

If restrictive practices are requested or required, e.motion21 must seek the advice of the Department of Health and Human Services, Vic.

Any health and/or behavior management plans must be recorded on *Teacher Kit*. Provided that the participant is able to successfully take part in the program with the plan in place, plans need not be reviewed until the end of term with the view to record progress and plan for the future term.

Should any change to a plan be required, this must be done in consultation with the Artistic Director and the participant's carer.

<i>Document history</i>			
<i>Date of review</i>	<i>Reviewed by</i>	<i>Endorsed by</i>	<i>Notes</i>
<i>January 2018</i>	<i>NDIS Project Officer and Artistic Director</i>	<i>Chief Executive Officer</i>	<i>Merged this new policy with previous 'Health Behaviour Management Procedure' from 2017</i>