1. **PURPOSE**

The purpose of this policy is to:

* Describe the process of risk assessing behaviour and support within the context of participant engagement and a safe work environment for both the NDIS support worker and the participant
* Work within SafeWork guidelines to reduce the risk of occupational violence
* To work within the guidelines of the NDIS Code of Conduct

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| **Related documents** | |
| Related policies and procedures, how-to task lists, forms, registers or other organisational documents of The Junction | * Service collaboration policy * Service access policy * Service delivery policy * Access to confidential information policy * Risk management policy and forms * Incident policy and forms * Preventing and responding to harm, abuse, neglect, and exploitation policy * Information management policy * Privacy and confidentiality policy * Work, health and safety policy * Whistleblower policy * Feedback policy * NDIS complaints policy * NDIS HR manual * SRS plan * Consent to release or share information form * Behaviour risk and support assessment tool form |
| Other standards | * National Mental Health Standards * NDIS Practice Standards * Human Services Quality Standards |
| Definitions | * “Behaviour of concern”   A behaviour that may be a barrier to participation  A behaviour that directly or indirectly undermines a person’s rights, dignity, or quality of life/psychological health  A behaviour which poses a risk to the health and safety of the participant or other people affiliated with The Junction (e.g. employees, contractors, volunteers or visitors)   * “Risk assessment”   A formal assessment of risk to a person   * “Hazard identification”   The review of historic and current behavioural information available at the time and as an ongoing assessment |

1. **Scope**

This policy applies to all employees, management, Board of Directors, contractors, employees, visitors, members, and participants engaged with The Junction through an NDIS package.

1. **Policy Statement**

The Junction is committed to delivering services and activities that respond to the individual needs and strengths of the NDIS participants who use our services, their families, and their communities. The safety of our employees, volunteers, community and participants are of paramount importance to us. Identifying risks, responding in our best capacity, and where possible, reducing risk, encourages a safe work environment for everyone.

1. **Procedures**
   1. **Risk prevention**

* Assessment form to be filled out prior to engagement of service (Form – JQS.NDIS.F7.1)
* Medium/High risk mitigation decisions are to be made by the NDIS Manager and Director for any possible mitigation
  1. **Identification**

NDIS Manager and the Director will form a safety plan, according to risk of:

* Each behaviour identified and the level of potential harm
* Triggers or causes of behaviour (e.g. using historic information)
  1. **Effective Response**
* Training and support for the NDIS support worker to implement risk reduction and to mitigate risk where risk cannot be eliminated.
* All support workers will be supplied with up-to-date participant information
* Risk assessments completed for each change of circumstance related to the risk; consultation with all NDIS support workers who care for the participant to be included
* Support mechanisms during time of risk
* Post-incident support offered to NDIS workers for debriefing, further risk identification, information gathering and record keeping
  1. **Reporting Protocol**
* Incident reports to be completed with every incident
* NDIS Manager and Director to be notified of incidents
* Medium/High risks are to be reported to the Board of Directors (via Director of Operations report) and safety plan included for mitigation
* Incidents will be reported to the Board of Directors via the Director report, unless a critical incident occurs; this is then reported to the Board Chair immediately