

PRACTICE EXCELLENCE POLICY EARLY CHILDHOOD SUPPORTS

1. POLICY PURPOSE:

This policy sets out our responsibilities when providing Early Childhood Supports. This policy supports us to apply the NDIS Practice Standards, in particular Early Childhood Supports Module.

2. POLICY SCOPE:

This policy applies to all paid staff, contract workers, temporary agency workers, students on placement and volunteers. Staff are expected to be familiar with and apply this policy in all their actions. This policy is owned by the Chief Executive Officer

3. POLICY CONTEXT AND STATEMENT:

We recognise all people with disability have human and legal rights which should be respected at all times. We promote and protect those rights as an integral component of each and all our services. Our clients are at the centre of our thoughts, our actions, our service intent, expectations and experiences.

This policy supports us to achieve our responsibilities when providing supports to child participants and their families by ensuring:

- promote, uphold and respect their legal and human rights
- promote family-centred supports that are culturally inclusive, and strength focussed
- access to supports in their natural environments to enable inclusive and meaningful participation in their family and community.
- supports are coordinated with a collaborative team to facilitate development and address the family's needs and priorities.
- supports are provided to build knowledge, skills and abilities of the family
- access supports that are outcome-based and meet their needs, goals and preferences.

4. ROLES AND RESPONSIBILITIES:

4.1 Minda Board

- Ensures there is an organisation-wide approach to early childhood supports.
- Ensures there are effective organisation-wide governance systems in place for managing and governing all aspects of early childhood supports.

4.2 Chief Executive Officer and Executive Team:

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- Promote a culture of shared responsibility for effective early childhood supports.
- Regularly evaluate and review risks and other relevant information in relation to early childhood supports.
- Delegate the day-to-day responsibility for ensuring the activities related to this policy are implemented and monitored by the relevant senior managers
- Ensure there are appropriate escalation processes in place for early childhood supports that could result in substantial liability and/or have the potential to come to the attention of the Chief Executive Officer.

4.3 Senior Managers and Managers:

- Have responsibility for ensuring the activities related to this policy are implemented and monitored.

4.4 Employees, Contractors, Volunteers, and Students will:

- Adhere to the principles and aims of this policy and its related procedures and guidelines.

5. LEGISLATIVE REQUIREMENTS:

Commonwealth Legislation

- United Nations Convention on the Rights of Persons with Disability 2006
- Australian Human Rights and Equal Opportunities Act 1986
- Privacy Act 1988
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- National Disability Insurance Scheme (Code of Conduct) Rules 2018
- National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018
- National Disability Insurance Scheme (Complaints Management and Resolution) Rules 2018
- National Disability Insurance Scheme (Restrictive Practices and Behavioural Support) Rules 2018
- National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018
- Children & Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016
- Crimes Legislation Amendment (Sexual Crimes Against Children and Community Protection Measures) Act 2020

South Australian Legislation

- Disability Inclusion Act 2018 (SA)
- Disability Inclusion (NDIS Worker Check) Regulations 2020 (SA)
- Equal Opportunity Act 1984 (SA)

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6. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:

Internal Resources:

All Early Childhood Supports documents are available via Practice Excellence Framework and Minda internal SharePoint site

7. KEY PERFORMANCE INDICATORS (KPI), RECORDS, AUDIT:

7.1 Demonstration of compliance with this policy will include:

7.1.1 The Child

- Knowledge and understanding of each participant's legal and human rights, and incorporation of those rights into everyday practice.
- Implementation of practices and procedures to manage risk with a focus on creating a safe environment for children.
- Compliance with all relevant state and territory legislation relating to the reporting of risk of harm to children.
- Facilitation of the active involvement of the participant's support network in the participant's development.
- Alternative arrangements for the continuity of supports for each child participant, when changes or interruptions are unavoidable, are:
 - explained and agreed with them (taking into account their capacity to understand and agree to alternative arrangements) and their family; and
 - delivered in a way that is appropriate to their needs, preferences and goals.

7.1.2 The Family

- Each support plan is based on child and family choice and control and is undertaken with the family.
- The family's expertise and knowledge about their child is recognised and respected.
- The family's strengths, needs and priorities are identified by working in partnership with the family.
- Each support plan is flexible and individualised to reflect the child's and family members' preferences and learning styles.
- Each support plan is culturally responsive and respectful of the family's cultural beliefs and their community.
- Information and supports are provided in a clear, easy to understand and flexible manner by integrating the support into the child's everyday routine.
- The strengths of the family are promoted and developed, the family is assisted to develop their own network of formal and informal resources, with recognition that positive outcomes for children do not rely solely on therapeutic child-focused programs.

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- Work is undertaken with the family to inform and strengthen their participation in, and contribution to, the child's learning and development.

7.1.3 Inclusion

- Assessment of each child's development focuses on the child's functions in their everyday routines and activities in their natural learning environments.
- A child's inclusive, meaningful and active participation in their family life, community life and natural environments is promoted.
- Links with each family's community and other support agencies are enabled and built upon.
- Each child's inclusion through participation in daily routines in their natural learning environments is promoted.

7.1.4 Collaboration

- If the family wishes to engage a key worker, work is undertaken with the family and other providers to identify a suitable key worker.
- Close collaborative links with the family and other collaborating providers are established to coordinate the team around each child.
- With the consent of the family, information, knowledge and skills are communicated and shared between the family, the provider, and other collaborating providers.
- Where relevant, collaboration between supports and services is undertaken to ensure that transition/exit planning meets the needs of each child and their family.

7.1.5 Capacity Building

- Work is undertaken with the support network in each child's life to build their capacity to achieve the functional outcomes identified in the support plan.
- Each family's confidence is built to understand how their family routines and everyday activities can support their child's development.
- The capacity of the child, family and collaborating providers involved with the child is built through coaching, capacity building supports and collaborative teamwork.
- Collaboration is undertaken to affirm, challenge, and support the child, family and collaborating providers to further develop their skills and to improve practice and relationships.
- Feedback and learnings from the child, family and other professionals is used to improve support delivery

7.2 Audit & Review

- This policy is subject to internal and external audit
- This policy will be reviewed and updated as required by our document management processes or as legislation requires.

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8. DEFINITIONS:

For the purpose of this procedure the following definitions apply:

Word	Definition
<i>Human rights</i>	<i>are often defined in different ways. The Australian Human Rights Commission defines human rights as: -the recognition and respect of people's dignity -a set of moral and legal guidelines that promote and protect a recognition of our values, our identity and ability to ensure an adequate standard of living -the basic standards by which we can identify and measure inequality and fairness -those rights associated with the Universal Declaration of Human Rights.</i>

9. Document Approval:

Approved by: Kym Shreeve, Chief Executive Officer

Date: 20/10/2021