



SAFE ENVIRONMENT POLICY

Wide Bay Respite Services

Wide Bay Respite Services

Supporting the caring roles of families



Safe Environment Policy and Procedure

PURPOSE

Safety for our participants is essential to the provision of high-quality supports and services. This policy is designed to ensure that all participants have access to services and supports, that ensures they are:

Free from violence, abuse, neglect, exploitation or discrimination.

In a safe environment that is appropriate to their needs.

Where any risks to them are identified and managed.

Where their needs are met by workers who are competent in relation to their role, hold relevant qualifications and expertise and experience in providing person-centred support.

Where incidents are acknowledged responded to and well managed and learned from.

SCOPE

All staff must ensure that they focus on the safety of all participants. Staff must also ensure that they are safe within the workplace.

POLICY

Wide Bay Respite will ensure that the participants can identify our support staff.

Wide Bay Respite will review the environment to ensure the safety of the participant's home environment and work in a safe manner with the participant.

If possible, Wide Bay Respite will work with other providers and services to identify and treat risks, ensure safe environments, and prevent and manage injuries.

PROCEDURE

Support Staff Identification

Support Staff must be easily identified by the participant in all environments. Identification will be in the form of identification tag. Staff must introduce themselves at the beginning of each service delivery.

Wide Bay Respite Services

Supporting the caring roles of families



Ratified by the Board of Management:

Date/...../.....

Circulated to staff:

Date/...../.....

To be reviewed:

Date/...../.....

Signed

Manager

Signed

President