

CDNI Care Pty Ltd ABN 32 640 960 658

Implementing Behaviour Support Policy

1. Introduction

1.1 Purpose

This Policy and the Policies and Procedures and related documentation set out in section 1.5 below (**Related Documentation**) supports CDNI Care Pty Ltd to apply the Implementing Behaviour Supports Plans NDIS Practice Standard.

1.2 Policy Aims

CDNI Care Pty Ltd is committed to ensuring that:

- (a) each Client accesses behaviour support that is appropriate to their needs which incorporates evidence-informed practice and complies with relevant legislation and policy frameworks;
- (b) each Client is only subject to a regulated restrictive practice that meets any state and territory authorisation (however described) requirements and the relevant requirements and safeguards outlined in Commonwealth legislation and policy;
- (c) each Client's quality of life is maintained and improved by tailored, evidence-informed behaviour support plans that are responsive to their needs;
- (d) each Client's behaviour support plan is implemented effectively to meet the Client's behaviour support needs;
- (e) each Client is only subject to a restrictive practice that is reported to the Commission;
- (f) each Client has a current behaviour support plan that reflects their needs, and works towards improving their quality of life, reducing behaviours of concern, and reducing and eliminating the use of restrictive practices;
- (g) each Client that is subject to an emergency or unauthorised use of a restrictive practice has the use of that practice reported and reviewed;
- (h) each Client with an immediate need for a behaviour support plan receives an interim behaviour support plan based on evidence-informed practice, which minimises risk to the Client and others.

1.3 NDIS Quality Indicators

In this regard, CDNI Care Pty Ltd aims to demonstrate the following quality indicators through the application of this Policy and the relevant systems, procedures, workflows and other strategies referred to in this Policy and the Related Documentation:

- (a) **Each Client accesses behaviour support that is appropriate to their needs which incorporates evidence-informed practice and complies with relevant legislation and policy frameworks**
 - (1) Knowledge and understanding of the NDIS and state and territory behaviour support legislative and policy frameworks.
 - (2) Demonstrated appropriate knowledge and understanding of evidence-informed practice approaches to behaviour support.

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- (3) Demonstrated commitment to reducing and eliminating restrictive practices through policies, procedures and practices.

(b) Each Client is only subject to a restrictive practice that meets any state and territory authorisation (however described) requirements and the relevant requirements and safeguards outlined in Commonwealth legislation and policy

- (1) Knowledge and understanding of regulated restrictive practices as described in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018 and knowledge and understanding of any relevant state or territory legislation and/or policy requirements and processes for obtaining authorisation (however described) for the use of any regulated restrictive practices included in a behaviour support plan.
- (2) Where state or territory legislation and/or policy requires authorisation (however described) to, the use of a regulated restrictive practice, such authorisation is obtained and evidence submitted.
- (3) Regulated restrictive practices are only used in accordance with a behaviour support plan and all the requirements as prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018. Regulated restrictive practices are implemented, documented and reported in a way that is compliant with relevant legislation and/or policy requirements.
- (4) Work is undertaken with specialist behaviour support providers to evaluate the effectiveness of current approaches aimed at reducing and eliminating restrictive practices, including the implementation of strategies in the behaviour support plan.
- (5) Workers maintain the skills required to use restrictive practices and support the Client and other stakeholders to understand the risks associated with the use of restrictive practices.

(c) Each Client's quality of life is maintained and improved by tailored, evidence-informed behaviour support plans that are responsive to their needs

- (1) The specialist behaviour support provider is supported to gather information for the functional behavioural assessment and other relevant assessments.
- (2) Collaboration occurs with the specialist behaviour support provider to develop each Client's behaviour support plan and the clear identification of key responsibilities in implementing and reviewing the plan.
- (3) Relevant workers have the necessary skills to inform the development of the Client's behaviour support plan.
- (4) Relevant workers have access to appropriate training to enhance their skills in, and knowledge of, positive behaviour supports and restrictive practices.

(d) Each Client's behaviour support plan is implemented effectively to meet the Client's behaviour support needs

- (1) Policies and procedures that support the implementation of behaviour support plans are developed and maintained.

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- (2) Work is actively undertaken with the specialist behaviour support providers to implement each Client's behaviour support plan and to align support delivery with evidence-informed practice and positive behaviour support.
 - (3) Workers are supported to develop and maintain the skills required to consistently implement the strategies in each Client's behaviour support plan consistent with the behaviour support skills descriptor.
 - (4) Specialist behaviour support providers are supported to train the workers of the providers implementing behaviour support plans in the use and monitoring of behaviour support strategies in the behaviour support plan, including positive behaviour support.
 - (5) Workers receive training in the safe use of restrictive practices.
 - (6) Collaboration is undertaken with other providers that work with the Client to implement strategies in the Client's behaviour support plan.
 - (7) Performance management ensures that workers are implementing strategies in the Client's behaviour support plan appropriately.
- (e) Each Client is only subject to a restrictive practice that is reported to the Commission**
- (1) Demonstrated compliance with monthly online reporting requirements in relation to the use of regulated restrictive practices, as prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.
 - (2) Data is monitored to identify actions for improving outcomes.
 - (3) Data is used to provide feedback to workers, and with the Client's consent, their support network, and their specialist behaviour support provider about the implementation of the behaviour support plan to inform the reduction and elimination of restrictive practices.
- (f) Each Client has a current behaviour support plan that reflects their needs, and works towards improving their quality of life, reducing behaviours of concern, and reducing and eliminating the use of restrictive practices**
- (1) The implementation of the Client's behaviour support plan is monitored through a combination of formal and informal approaches, including through feedback from the Client, team meetings, data collection and record keeping, other feedback and supervision.
 - (2) Information is recorded and data is collected as required by the specialist behaviour support provider and as prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.
 - (3) Identification of circumstances where the Client's needs, situation or progress create a need for more frequent review, including if the Client's behaviour changes.
 - (4) Contributions are made to the reviews of the strategies in a Client's behaviour support plan, with the primary focus of reducing or eliminating restrictive practices based on observed progress or positive changes in the Client's situation.

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(g) Each Client that is subject to an emergency or unauthorised use of a restrictive practice has the use of that practice reported and reviewed

- (1) The Client's immediate referral to, and assessment by a medical practitioner (where appropriate) is supported following an incident.
- (2) Collaboration is undertaken with mainstream service providers, such as police and/or other emergency services, mental health and emergency departments, treating medical practitioners and other allied health clinicians, in responding to the unauthorised use of a restrictive practice.
- (3) The Commissioner is notified of all reportable incidents involving the use of an unauthorised restrictive practice in accordance with the National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018.
- (4) Where an unauthorised restrictive practice has been used, the workers and management of providers implementing behaviour support plans engage in debriefing to identify areas for improvement and to inform further action. The outcomes of the debriefing are documented.
- (5) Based on the review of incidents, the supports to the Client are adjusted, and where appropriate, the engagement of a specialist behaviour support provider is facilitated to develop or review the Client's behaviour support plan or interim behaviour support plan, if required, in accordance with the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.
- (6) Authorisation processes (however described) are initiated as required by their jurisdiction.
- (7) The Client, and with the Client's consent, their support network and other stakeholders as appropriate, are included in the review of incidents.

(h) Each Client with an immediate need for a behaviour support plan receives an interim behaviour support plan based on evidence-informed practice, which minimises risk to the Client and others

- (1) Collaboration is undertaken with mainstream service providers (such as police and/or other emergency services, mental health and emergency departments, treating medical practitioners and other allied health clinicians) in contributing to an interim behaviour support plan developed by a specialist behaviour support provider.
- (2) Work is undertaken with the specialist behaviour support provider to support the development of the interim behaviour support plan.
- (3) Workers are supported and facilitated to receive training in the implementation of the interim behaviour support plan.

1.4 Scope

(a) This Policy applies to:

- (1) Clients of CDNI Care Pty Ltd who display behaviour or are at risk of displaying behaviour that causes or may cause physical harm to the Client or any other person or destroying property in the risk of harm to the Client or any other person;

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- (2) behaviour support practitioners who work with those Clients;
 - (3) anyone involved in the implementation and monitoring of behaviour support plans for those Clients, including support Workers, family and carers and may extend to teachers and volunteers;
 - (4) other service providers who provide services to those Clients;
 - (5) any other person affected by the behaviour of those Clients, including co-residents or other people with whom those Clients and their support networks may be in contact;
 - (6) other professionals who support those Clients, which may include professionals with backgrounds in medicine, psychiatry, education, allied health or justice.
- (b) All permanent, fixed term and casual staff, contractors and volunteers are required to take full responsibility for ensuring full understanding of the commitments outlined in this Policy.
- (c) The relevant persons specified in the column corresponding to a procedure described in this Policy have the responsibility to implement the relevant systems, procedures, workflows and other strategies referred to in the relevant procedure.

1.5 Related Documentation

The application of the above NDIS Practice Standard by CDNI Care Pty Ltd is supported in part by and should be read alongside the Policies and Procedures and related documentation corresponding to this Policy in the Policy Register.

2. Definitions

2.1 Definitions

CDNI Care Pty Ltd means CDNI Care Pty Ltd ABN 32 640 960 658.

BSP means a behaviour support practitioner.

Client means a Client of CDNI Care Pty Ltd (including an NDIS Client) and includes current, future and former Clients.

Commissioner means the NDIS Commissioner.

Key Management Personnel means Armour Ncube, Saneliso Sibanda, Blessing L Ncube, Beatitute N Ncube and other key management personnel involved in CDNI Care Pty Ltd from time to time.

Legislation means the NDIS (Provider Registration and Practice Standards) Rules 2018, NDIS (Restrictive Practices and Behaviour Support) Rules 2018, NDIS (Quality Indicators) Guidelines 2018, United Nations (2006) Convention on the Rights of Persons with Disabilities (CRPD), PBS Capability Framework and other legislation, policies frameworks, regulations, rules and guidelines referred to in the Legislation Register.

Legislation Register means the register of legislation, policy frameworks, regulations, rules and guidelines maintained by CDNI Care Pty Ltd.

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PBS Capability Framework means NDIS Positive Behaviour Support Capability Framework: For NDIS Providers and Behaviour Support Practitioners.

Policy Register means the register of policies of CDNI Care Pty Ltd.

Procedures means the procedures which are intended to clarify the responsibilities of the board, Principal, Key Management Personnel and other Workers and make explicit the underlying principles of this Policy.

Related Documentation has the meaning given to that term in section 1.1.

RRP means regulated restrictive practices.

Worker means a permanent, fixed term or casual member of staff, a contractor or volunteer employed or otherwise engaged by CDNI Care Pty Ltd and includes the Principal.

Words and phrases not defined in this Policy will have the meaning given to them in the Legislation.

3. Policy

3.1 Each Client accesses behaviour support that is appropriate to their needs which incorporates evidence-informed practice and complies with relevant legislation and policy frameworks

- (a) CDNI Care Pty Ltd is committed to providing each Client with access to behaviour support that is appropriate to the Client's needs, incorporates evidence informed practice and complies with the Legislation.
- (b) CDNI Care Pty Ltd's Workers provide behaviour support in accordance with Legislation.
- (c) CDNI Care Pty Ltd is committed to ensuring each Worker implementing Client behaviour support plans has well developed knowledge and understanding of the Legislation.
- (d) Workers implementing behaviour support plans are competent, knowledgeable and experienced in evidence-informed practice and approaches to behaviour support, including positive behaviour support.
- (e) CDNI Care Pty Ltd ensures that behaviour supports are delivered in a person centred manner where the Client's human and legal rights are respected.
- (f) CDNI Care Pty Ltd endeavours to implement behaviour support plans in the specific contexts that have been assessed by the BSP and using the specific strategies that are set out in the behaviour support plan. CDNI Care Pty Ltd endeavours to understand potential barriers to implementation and work with BSPs to develop strategies to address these barriers.
- (g) CDNI Care Pty Ltd endeavours to work with BSPs to ensure that CDNI Care Pty Ltd's knowledge and experiences with the Client inform the behaviour support plan. CDNI Care Pty Ltd is proactive in looking for opportunities to provide feedback on the implementation of behaviour support plans to BSPs as well as the Client and their support network. CDNI Care Pty Ltd endeavours to implement (and advocate for the implementation of) the least restrictive practice for the Client and to reduce and eliminate the need for the use and authorisation of restrictive practices in accordance with evidence informed practice.

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3.2 Each Client is only subject to a regulated restrictive practice that meets any state and territory authorisation (however described) requirements and the relevant requirements and safeguards outlined in Commonwealth legislation and policy

- (a) CDNI Care Pty Ltd is committed to ensuring that each Client is only subject to a RRP that meets any state and territory authorisation (however described) requirements and the relevant requirements and safeguards outlined in the Legislation.
- (b) Workers have the knowledge and an implementable understanding of RRP as described in the Legislation including relevant processes for obtaining authorisations for the use of RRP under the Legislation.
- (c) Workers understand the different types of RRP and the relevant person or authority which can authorise the use of an RRP and related evidentiary requirements.
- (d) CDNI Care Pty Ltd ensures that relevant authorisations are obtained from the Authorised Program Officer and/or the Client and guardian for the implementation of the RRP set out in a behaviour support plan. CDNI Care Pty Ltd works with the BSP to ensure that authorisations are obtained and required evidence is submitted.
- (e) CDNI Care Pty Ltd only uses an RRP in accordance with the terms of a behaviour support plan.
- (f) CDNI Care Pty Ltd implements behaviour support plans in accordance with evidence-informed practice and in a manner which complies with the Legislation.
- (g) CDNI Care Pty Ltd accurately records and reports the use of an RRP in accordance with the Legislation and maintains a RRP use register for each Client in their Client information file.
- (h) CDNI Care Pty Ltd works with BSPs to ensure that CDNI Care Pty Ltd's knowledge and experiences with the Client informs their behaviour support plan. CDNI Care Pty Ltd is proactive in looking for opportunities to provide feedback on the implementation of plans to BSPs as well as to the Client and their support network. CDNI Care Pty Ltd shares relevant records and data with BSPs in order to collaboratively evaluate the effectiveness of strategies with a view to reducing and eliminating restrictive practices over time.
- (i) In accordance with CDNI Care Pty Ltd's Human Resources Management Policy, Workers are required to maintain the use of RRP and educate Clients and other stakeholders in relation to associated risks.

3.3 Each Client's quality of life is maintained and improved by tailored, evidence-informed behaviour support plans that are responsive to their needs

- (a) CDNI Care Pty Ltd is committed to ensuring that each Client's quality of life is maintained and improved by tailored, evidence-informed behaviour support plans that are responsive to their needs.
- (b) CDNI Care Pty Ltd supports the BSPs to gather information for the functional behavioural assessment and other relevant assessments of Clients.
- (c) CDNI Care Pty Ltd works with BSPs and accepts responsibility for implementation of behaviour support plans (or aspects thereof).

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- (d) CDNI Care Pty Ltd has (and engages) Workers skilled in implementing behaviour plans and trains (or provide access to training for) Workers to enhance their skills in, and knowledge of, positive behaviour supports and restrictive practices.

3.4 Each Client's behaviour support plan is implemented effectively to meet the Client's behaviour support needs

- (a) CDNI Care Pty Ltd is committed to ensuring that each Client's behaviour support plan is implemented effectively to meet the Client's behaviour support needs.
- (b) CDNI Care Pty Ltd develops and maintains policies and procedures that support the implementation of behaviour support plans.
- (c) CDNI Care Pty Ltd ensures that behaviour support plans are implemented effectively in accordance with their terms, Legislation requirements and in a manner which accords with evidence-informed practice and the principles of positive behaviour support as set out in this Policy.
- (d) Workers are supported to develop and maintain skills in relation to the implementation of behaviour support plans including for the use and monitoring of behaviour support strategies and the safe and appropriate use of RRPs. Training covers implementation strategies in respect of behaviour support plans, including positive behaviour support strategies.
- (e) CDNI Care Pty Ltd collaborates with BSPs and other providers (with the Client's consent) to understand the purpose of and implement the strategies set out in the behaviour support plan. CDNI Care Pty Ltd listens to and as applicable implements training and guidance CDNI Care Pty Ltd receives from these parties in order to effectively implement behaviour support plans. CDNI Care Pty Ltd collaborates and is open to providing ongoing support and advice to others as required, subject to the Client's consent.
- (f) Workers receive training in the safe use of restrictive practices.
- (g) CDNI Care Pty Ltd ensures that performance management involves a review of Worker implementation of behaviour support strategies to ensure appropriate strategy implementation.

3.5 Each Client is only subject to a restrictive practice that is reported to the Commission

- (a) CDNI Care Pty Ltd is aware of its monthly reporting requirements in relation to the use of RRPs as set out in the Legislation. Specifically, CDNI Care Pty Ltd has processes in place to ensure compliance with these obligations to notify the Commissioner. CDNI Care Pty Ltd is also aware that if the use of a RRP is also a reportable incident, it must also be reported in accordance with the Legislation.
- (b) CDNI Care Pty Ltd is committed to collecting data about the implementation of behaviour support plans in accordance with its legal obligations and as required by the relevant BSP. In addition, CDNI Care Pty Ltd is mindful of the importance of incident reports, reports of the Client's support network or direct observation and reports across different settings and from other providers in improving Client outcomes with respect to the reduction and elimination of restrictive practices. CDNI Care Pty Ltd is also aware of its obligations under the Legislation in relation to reporting and keeps an RRP register for each Client. CDNI Care Pty Ltd understands the value of this data and monitors it with a view to improving Client outcomes and providing feedback in relation to implementation.

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- (c) This data will be the source of feedback to Workers, and with the Client's consent, their support network, and their BSP about the implementation of the behaviour support plan with a view to informing the reduction and elimination of restrictive practices in the Client's behaviour support plan and the use of such restrictive practices.

3.6 Each Client has a current behaviour support plan that reflects their needs, and works towards improving their quality of life, reducing behaviours of concern, and reducing and eliminating the use of restrictive practices

- (a) CDNI Care Pty Ltd is committed to ensuring that each Client has a current behaviour support plan that reflects their needs, improves their quality of life and supports their progress towards positive change.
- (b) CDNI Care Pty Ltd regularly reviews and monitors the implemented behaviour support plans ensuring that the progress towards the reduction and elimination of restrictive practices if used and to ensure any barriers to implementation are addressed.
- (c) CDNI Care Pty Ltd engages in both formal and informal approaches to monitoring the implementation of behaviour support plans. Informal approaches include recording feedback from regular meetings and discussions with the Client and Workers via regular team meetings, encouraging and obtaining feedback from the Client's support network across different settings and from other providers. Formal strategies include recording data required by Legislation in relation to the use of regulated restrictive practices and as otherwise required by the terms of the behaviour support plan.
- (d) CDNI Care Pty Ltd closely monitors and identifies situations where the Client's needs, situation or progress create a need for more frequent reviews, including by monitoring the Client's behaviour changes and providing feedback in relation to the same to the BSP and Client support network as appropriate.
- (e) Contributions are made to the reviews of the strategies in the Client's behaviour support plan, with the primary focus of reducing or eliminating restrictive practices based on observed progress or positive changes in the Client's situation, based on recorded feedback and data gleaned from formal and informal avenues.

3.7 Each Client that is subject to an emergency or unauthorised use of a restrictive practice has the use of that practice reported and reviewed

- (a) CDNI Care Pty Ltd is committed to ensuring that each Client that is subject to an emergency or unauthorised use of a restrictive practice has the use of that practice reported and reviewed.
- (b) CDNI Care Pty Ltd ensures that each of its Clients that is subject to an emergency or unauthorised use of a restrictive practice is referred for assessment to a doctor or medical practitioner immediately including by taking such reasonable steps as set out this Policy.
- (c) CDNI Care Pty Ltd is committed to cooperating and collaborating with other mainstream service providers, such as police and/or other emergency services, mental health and emergency departments, treating medical practitioners and other allied health clinicians, in responding to the unauthorised use of a restrictive practice.
- (d) CDNI Care Pty Ltd is aware of its reporting requirements in relation to the use of an unauthorised restrictive practice as set out in the Legislation. Specifically, CDNI Care Pty Ltd has processes in place to ensure compliance with these obligations to notify the Commissioner.

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- (e) CDNI Care Pty Ltd ensures that contributions are made to the review of strategies in a Client's behaviour support plan, with the primary focus of reducing or eliminating restrictive practice based on observed progress or positive changes in the Client's circumstances.
- (f) CDNI Care Pty Ltd ensures that CDNI Care Pty Ltd is included in the review of incidents and supports the engagement of a BSP to develop or review the Client's behaviour support plan as a result of the incident with corrective action taken with respect to the plan if appropriate.
- (g) CDNI Care Pty Ltd ensures relevant authorisation processes in Victoria are initiated as required.
- (h) CDNI Care Pty Ltd also makes sure that each Client and with the Client's consent, the implementers are included in the review and assessment of incidents.

3.8 Each Client with an immediate need for a behaviour support plan receives an interim behaviour support plan based on evidence-informed practice, which minimises risk to the Client and others

- (a) CDNI Care Pty Ltd collaborates with mainstream service providers and its BSPs to ensure that each Client with an immediate need for a behaviour support plan receives an interim behaviour support plan which minimises the risk to the Client and others.
- (b) CDNI Care Pty Ltd ensures that when a Client develops an immediate need for behaviour support, CDNI Care Pty Ltd assists in developing the interim behaviour support plan that appropriately manages risks to the Client and others as identified by CDNI Care Pty Ltd.
- (c) CDNI Care Pty Ltd has (and engages) Workers skilled in implementing behaviour plans and trains (or provide access to training for) Workers to enhance their skills in, and knowledge of, the implementation of the interim behaviour support plan.

4. Procedure

This Policy is supported by the following Procedures. The Procedures work together dynamically and are relevant to all parts of CDNI Care Pty Ltd. The Procedures are not ordered in priority and all are important to achieving the aims of this Policy.

Procedure	Responsibility
<p>4.1 Each Client accesses behaviour support that is appropriate to their needs which incorporates evidence-informed practice and complies with relevant legislation and policy frameworks</p> <ul style="list-style-type: none"> (a) Enable systems and procedures that provide a safe, predictable and stable environment for Clients. (b) Encourage CDNI Care Pty Ltd's Workers to be aware of environmental aspects that may pose risk factors to Clients. (c) Provide supervision and support to those responsible for implementing and monitoring a behaviour support plan, including clarifying anything not understood. 	<p>Key Management Personnel</p>

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<p>(d) Provide time and resources for Workers to read and absorb each Client's behaviour support plan.</p> <p>(e) Provide Workers with reasonable supports and adaptations to understand a behaviour support plan and follow it correctly.</p> <p>(f) If a Client is showing behaviours of concern, CDNI Care Pty Ltd will arrange for any interim response, assessment and development of a behaviour support plan in accordance with the Legislation.</p> <p>(g) The behaviour support plan is to be used by Workers in managing the Client's behaviours with a positive approach.</p> <p>(h) The behaviour support plan will specify a range of strategies to be used in supporting the Client to alter behaviour to reduce the risk of harm associated with the behaviour. It will include proactive strategies to build on the Client's strengths and increase their life skills.</p> <p>(i) If there is no behaviour support plan, CDNI Care Pty Ltd will use the following process to provide positive behaviour support to the Client:</p> <p>(1) referral for behavioural support services to relevant health professional; and</p> <p>(2) depending on the nature of the behaviour of concern, the following may be required:</p> <p>(A) review of current supports to provide a better fit with Workers or activities;</p> <p>(B) environmental change;</p> <p>(C) development of a behaviour support plan by relevant health professional with input from a range of parties including:</p> <p>(i) the Client;</p> <p>(ii) the Client's parents, guardians, carers and advocates;</p> <p>(iii) any other person important to the Client (eg. case worker, siblings, extended family members, friends);</p> <p>(iv) other professionals who are involved with the provision of care (eg. CDNI Care Pty Ltd, therapist, neuropsychologist, psychiatrist).</p> <p>(j) In the event that a referral is made to a behavioural support service for the development of a behaviour support plan, CDNI Care Pty Ltd must receive an interim behaviour support plan within 1 month. A comprehensive behaviour support plan must then be received within 6</p>	<p>All Workers</p>
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<p>months after being engaged to develop the behaviour support. Failure to provide plans may result in the suspension of services.</p> <p>(k) A behaviour support plan will:</p> <ol style="list-style-type: none"> (1) include a description of the behaviour; (2) include managing triggers and setting events; (3) detail a replacement behaviour that will be developed for the Client; (4) detail the strategies to be used by Workers if the Client engages in behaviours of concern; (5) detail the methods of reporting any incidents and debrief of any Workers involved in incidents; (6) data collection strategies to ensure that information regarding behaviour is recorded on an ongoing basis; (7) any other information deemed relevant by the health professional. 	
<p>4.2 Each Client is only subject to a regulated restrictive practice that meets any state and territory authorisation (however described) requirements and the relevant requirements and safeguards outlined in Commonwealth legislation and policy</p> <ol style="list-style-type: none"> (a) Ensure restrictive practice is only used as part of a behaviour support plan developed by, or under the direct supervision of, a behaviour support practitioner who is rated proficient or above. (b) Check that any restrictive practice used is the least restrictive response possible in the circumstances, that it reduces the risk of harm to the person or others, and is used for the shortest possible time to ensure the safety of the person or others. (c) Follow state or territory laws and policies for the authorisation to use a restrictive practice. (d) Lodge a behaviour support plan and the authorisation evidence for regulated restrictive practice with the NDIS Commission and comply with monthly reporting requirements. 	<p>Key Management Personnel</p>
<p>4.3 Each Client's quality of life is maintained and improved by tailored, evidence-informed behaviour support plans that are responsive to their needs</p> <ol style="list-style-type: none"> (a) Support the Client to contribute to the assessment. (b) Facilitate and enable the BSP (and team where relevant) to conduct information-gathering for the assessment. 	<p>Key Management Personnel</p>

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<ul style="list-style-type: none"> (c) Identify key stakeholders for the BSP. (d) Support the BSP to conduct an initial risk assessment. (e) Support the Client to contribute to the assessment. (f) Facilitate and enable the BSP (and team where relevant) to conduct information-gathering for the assessment. (g) Identify key stakeholders for the BSP. (h) Support the BSP to conduct an initial risk assessment. (i) Ensure Workers have the training and skills to effectively participate in data collection. (j) Ensure Workers are supported to collect data and contribute to the development of a functional assessment. (k) Arrange medical reviews as required. (l) Train and encourage Workers to adopt a wide range of strategies that can be used to control and minimise behaviours, which do not restrict the Client's rights and freedom. (m) Ensure least restrictive alternatives, consistent with positive behaviour support frameworks, are always tried before more restrictive options are considered. 	
<p>4.4 Each Client's behaviour support plan is implemented effectively to meet the Client's behaviour support needs</p> <ul style="list-style-type: none"> (a) Ensure Workers supporting the person have good links with community. (b) Provide clear expectations of Workers that a key component of their role is to identify and develop meaningful activities for each Client throughout the day. (c) Lead and monitor the implementation of a behaviour support plan. (d) Provide resources to support implementation. (e) Provide Workers with ongoing training, supervision and support in the implementation of a behaviour support plan. (f) Use performance management systems to ensure Workers are using strategies outlined in a behaviour support plan. (g) Provide critical incident debriefing for all involved parties when necessary. 	<p>Key Management Personnel</p>

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<p>(3) prevent a Client from causing serious physical or psychological harm to another person.</p> <p>(d) Where a restrictive practice has been applied but there is no behaviour support plan or prior approval in place, complete an Incident Report form.</p>	
<p>(e) Following the submission of the Incident Report form, CDNI Care Pty Ltd's managers in conjunction with members of the Client's treating team undertake a review of:</p> <p>(1) the setting events, situation and/or circumstances that may have triggered the Client's challenging behaviour;</p> <p>(2) the specific challenging behaviour that predicated the restrictive practice being implemented;</p> <p>(3) the Client's and Workers' immediate response;</p> <p>(4) any learning's from the experience;</p> <p>(5) reporting tasks ie. noting details of the incident, Workers present and any other reports as required;</p> <p>(6) mitigation strategies for the future - whether there is a need for a behaviour support plan or risk assessment to address possible future situations.</p>	<p>Key Management Personnel</p>
<p>4.8 Each Client with an immediate need for a behaviour support plan receives an interim behaviour support plan based on evidence-informed practice, which minimises risk to the Client and others</p> <p>(a) Recruit and retain appropriately skilled BSPs and implementers.</p> <p>(b) Ensure all Workers have the skills to provide effective supports for people with complex needs and behaviours of concern.</p> <p>(c) Review procedures and policies using interim behaviour support plans to reduce the immediate risk and likelihood of crisis incidents.</p> <p>(d) Help the BSPs to conduct an initial risk assessment.</p> <p>(e) Provide support for immediate review by a medical professional if required.</p> <p>(f) Ensure that all Workers understand restrictive practices and the consequences of unauthorised use.</p> <p>(g) Ensure staff are released to attend training in the implementation of an interim behaviour support plan.</p>	<p>Key Management Personnel</p>

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<p>(h) Have a mechanism in place to record and review incident reports and collect other initial data as necessary.</p> <p>(i) Facilitate debriefing for involved parties (if a critical or serious incident has occurred).</p> <p>(j) Ensure inclusion of key parties (including the person) in post-incident reviews.</p>	
<p>4.9 Workers to commit to Policy</p> <p>(a) All Workers are provided with a copy of this Policy in their orientation and induction materials.</p> <p>(b) Under their employment, contractor agreement or binding letter agreement, each Worker at CDNI Care Pty Ltd is required to take responsibility for ensuring:</p> <p>(1) full understanding of the commitments outlined in this Policy as well as procedures and other strategies designed to ensure that the principles of this Policy are upheld; and</p> <p>(2) ensuring that the principles and procedures and other strategies within this Policy are applied in their daily work.</p>	All Workers
<p>4.10 Train Workers</p> <p>(a) Training and supporting Workers to understand and apply the Legislation in implementing behaviour support plans for Clients.</p> <p>(b) Training staff to recognise the importance of complying with the Legislation in implementing behaviour support plans for Clients and committing to the reduction and elimination of RRP's through this Policy and Procedures.</p>	Principal and Key Management Personnel
<p>4.11 Complementary policy adoption</p> <p>Adopt and maintain the Policy and Related Documentation which assists CDNI Care Pty Ltd to demonstrate the relevant NDIS Quality Indicators related to the Implementing Behaviour Supports Plans NDIS Practice Standard.</p>	Principal and Key Management Personnel

5. General

5.1 Relevant Legislation, Regulations, Rules and Guidelines

Legislation, Rules, Guidelines and Policies apply to this Policy and supporting documentation as set out in the Legislation Register.

5.2 Inconsistency

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If and to the extent that the terms of this Policy are or would be inconsistent with the requirements of any applicable law, this Policy is deemed to be amended but only to the extent required to comply with the applicable law.

5.3 Policy Details

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