

SECTION 1 - INTRODUCTION

1.1 BACKGROUND

The National Disability Insurance Scheme (NDIS) has developed the 'NDIS Practice Standards' to ensure that all NDIS registered service providers in Australia adhere to the national quality standards. Implementation of the 'NDIS Practice Standards' ensures that all NDIS registered service providers in Australia can meet these standards and fulfil their obligations under the National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018. The practice standards outcomes and quality indicators from the Core Module will ensure that people with a disability are at the centre of decision making and choice about their supports and services they receive. This Participation and Inclusion policy refers to a range of outcomes and quality indicators outlined in Schedule 1 Core Module, and Schedule 5- Module 3 Early childhood supports. The procedures under this policy provide guidelines for staff to maximise participation and inclusion for clients.

1.2 PURPOSE

Fairstart Early Intervention aims to actively promote the genuine connection and active inclusion of children with disabilities with their families and chosen communities. Children with disabilities are encouraged and supported to contribute to social and community life in ways that other young children of similar age, gender and culture can.

1.3 SCOPE

This policy applies to staff from Fairstart Early Intervention, and the clients of Fairstart Early Intervention.

1.4 DEFINITIONS

Word/Term	Definition
Client:	Child, Parent, Family Member, Guardian or any other person receiving services from Fairstart Early Intervention.
Early Intervention:	Support for children (who have developmental delays or acquired delays or disabilities), their families and communities, in order to promote the child's development and inclusion in their natural environments.
Inclusion	Being actively involved and participating in general community life.
Staff	All permanent, part-time and casual employees employed by Fairfield City Council- Fairstart Early Intervention.
Advocate	A person who publicly supports another person or who puts a case on someone else's behalf
Participation	Not just being physically present, but being actively engaged in meaningful and natural aspects of daily life experiences.
Community Participation	Current family and child engagement in the community and exploration of the family's interest to increase/ broaden this involvement

1.5 LEGISLATIVE CONTEXT

- National Disability Insurance Scheme Act 2013 (*NDIS Act*) provides the legislative basis for the provision of services to all NDIS participants in Australia.

- National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018
- Anti-discrimination Act 2004 (NSW)
- Community Services (Complaints, Reviews and Monitoring) Act 1993 (NSW)
- Disability (Access to Premises-Buildings) Standards 2010 (Commonwealth)
- Disability Services Act 1993 (NSW) provides the legislation regarding the provision of disability services for participants with disabilities in NSW.
- Disability Discrimination Act 1992 (Commonwealth)

1.6 STAKEHOLDERS

This policy will benefit children with developmental delay and or disabilities, their family and staff from Fairstart Early Intervention.

SECTION 2 - POLICY

2.1 OBJECTIVE AND GOALS

Each child is actively encouraged and supported to participate in their community in ways that are a priority and important to them.

Service providers develop connections with the community to promote opportunities for active and meaningful participation.

2.2 POLICY STATEMENT

Each child is encouraged and supported to contribute to social and community life in their communities in the ways that are important to them and their families.

As a Service Provider we aim to increase the family's capacity to support and participate in the child's learning and development.

2.3 APPLICATION & IMPLEMENTATION

Fairfield City Council:

- acknowledges that participation and inclusion of the client in services and activities that are a priority for them and their family, is a human right. Fairstart values all children and their families as valid members of the community.
- will facilitate a client's family to engage a key worker, if that is the preferred service delivery for that family.
- will ensure that clients have opportunities to develop social networks and the confidence to participate in social activities of their choosing.
- will support clients to increase their capacity to reduce stress and solve problems to meet the demands of everyday life. Family resources can be personal, emotional, practical or material and may include respite care, support groups and health professional services.
- is committed to supporting clients to identify and access funding for which they may be eligible and will assist them to engage in the wider community.

- will provide planned activities, using the child’s individual strengths and interests, to develop skills that enable independence and participation in community life.
- will support families to identify and work towards achieving functional outcomes to increase the child’s meaningful participation in family and community life
- will work in partnership with families to explore and identify community participation, celebrating family achievements and success; supporting families to the degree that they need, guided by QMF- 03.1 Support Plan Meeting.
- will offer a variety of different types of service delivery and locations to facilitate inclusion (e.g. schools/ELCs, staff training at ELCs) and to support child participation in routines, family life, and natural learning environments.
- will enable staff to conduct assessments (as close to the child’s natural environment as possible and practicable) including the use of interpreters or Telephone Interpreter Support
- will promote inclusive learning environments that respond positively to the individuality of each child, by developing and implementing strategies to meet family priorities in developmental areas including communication, mobility, socialisation and functional skills. Recommended strategies, including the use of assistive technology, are implemented based on supports that are portable and generalised across a range of environments.
- will offer visits to children in community settings so that involvement of peers can be encouraged for modelling and supporting participation in natural experiences and routines.
- will support families from Culturally and Linguistically Diverse backgrounds to share their child rearing values, knowledge and practices to enhance cultural competence of the child’s support plan.
- will encourage typically developing peers to model and support the learning and participation of the client in daily routine activities and structured individualised activities. When it is deemed to be in the best interest of the client to work on an individual basis, without the close proximity or involvement of other children, this is done in such a way as to avoid making the client feel isolated in any way.
- recognises the importance of employing suitably qualified staff from the cultural and linguistic backgrounds represented in the Fairfield Local Government Area, to support the communication needs of all families and children.
- will assist families to prepare for problems that could arise from engaging in new experiences in the community, and will support families to implement pre-emptive strategies.
- will support families to join in mainstream community activities of their choice, taking into account the strengths, needs, and interests of their child.

- recognises the benefits to both the individual and the community when professionals work together to improve outcomes for people with a disability.
- will collaborate with services and settings in the community to support the inclusion and participation of a child with a disability in their program. This can be achieved through sharing specific information and skills through consultation and/or the provision of resources (with written consent from the client’s representative).
- will gather feedback from children with a disability, their family and carers to understand what they feel is needed, to access and participate more fully in the community. With consent, this information will be used among local planning and community forums to promote the access of people with a disability in and around community facilities.
- will enable staff to participate in training courses, forums, and community networks which raise awareness about disability issues and promote inclusive practices within the community.

SECTION 3 - GOVERNANCE

1.2 RELATED POLICIES/PROCEDURES

Policy Number	QMPOL-FS-01.1 Human Rights Policy QMPOL-FS-02.1 Access to Supports Policy QMPOL-FS-03.1 Client Support Provision Policy
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1.2 RESPONSIBILITY

Policy Owner	Children and Family Services
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3.3 RISK

Risk that people living with a disability with not meaningfully participate or be included in services and events they desire or meet their true potential.

3.4 VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
Version 1	12 th November 2013	Children and Family Services Manager	Replace term Integration with Inclusion
Version 2	December 2015	Children and Family Services Manager	Inclusion of community participation Modified to emphasis extended community and capacity building Updated rules and standards to NDIS practice standards
Version 3	May 2020	Children and Family Services Manager	Modified to implement NDIS practice standards- Core and Early Childhood supports modules

Version 4	Oct 2021	Children and Family Services Manager	Updated in line with procedure and practice change in line with Support Planning documentation
Version 5	Nov 2021	Children and Family Services Manager	Reviewed as part of team Audit package

3.5 REVIEW DATE

This policy will be reviewed every five years or when a change to governing legislation occurs, whichever occurs sooner.

SECTION 4 - PROCEDURES

4.1 PROCEDURE

4.2 FORMS AND RECORD MANAGEMENT

1. QMF- FS-03.1 Support Plan Meeting
2. QMF- FS-03.3 Observation
3. QMF- FS-03.10 Progress Report
4. QMF- FS-03.6 SOS Feeding Program- Initial assessment
5. QMF-FS-05.1 Speech Pathology Assessment
6. QMF-FS-05.2 Occupational Pathology Assessment

ATTACHMENTS

1. QMPOL –FS- 03 ATTACHMENT Communication notes
2. QMPOL –FS- 05 ATTACHMENT Support Plan Tip sheet



FAIRFIELD CITY COUNCIL – Children and Family Services	
Doc Number QMPOL-FS-05.1	Participation and Inclusion



Fairstart welcomes your feedback. If you would like to give us feedback on this or any of our policies or procedures, please contact us by emailing fairstart@fairfieldcity.nsw.gov.au