



CASS Group- Disability Services

PARTICIPATION AND SOCIAL INCLUSION

Policy Code: 1112

PARTICIPATION AND SOCIAL INCLUSION

1. Policy Statement

CASS Disability Service is committed to empowering and supporting Participants to fully participate in the community and in the organisation.

We will:

- Support Participants to participate in communities and activities of choice respecting their choices and plans regarding employment, education, leisure and their social lives
- Enable Participants to be involved in decisions that affect them and the services they receive
- Encourage and support Participants to be involved in service development, evaluation, planning and organisational management
- Seek Participant input regarding Participant participation information strategies, assistance and support, service involvement and development.
- Develop links with other groups to promote greater opportunities for connections and meaningful participation in the community.
- Ensure the people exiting the criminal justice system will enjoy the same opportunities for participating in community events and programs. Individual Plan will be developed to assist them to integrate into the community.

2. Procedures

Information strategies

Information about participation opportunities is provided to Participants through the following mechanisms: Participant's handbook and pamphlet about Participant participation to enable Participants to decide what areas they would like to contribute to.

To ensure Participants can easily access these documents they are available in multiple locations. These documents are available on website, service entrance and Participant information packs.

Participants are also provided with information about participation opportunities at each stage of service from intake, assessment and service review.

In case a discharged criminal offender is recruited, appropriate training will be arranged to all staff members to equip their knowledge and skills to work with people who are discharged from criminal justice system.



3. Assistance and support

Strategies to support and assist Participant participation are reviewed yearly with Participants and updated as necessary. Participants are actively supported to participate by:

- Involving Participants to discuss the participation in Participant's meeting.
- Developing guidelines for staff – on how to support Participant participation
- Covering expenses of participation according to NDIS guideline
- Providing information in a range of mediums (written, images, verbal, video)
- Arranging a support worker where required by a Participant
- Ensuring the privacy of the people exiting the criminal justice system is protected.

4. Self-reliance and social inclusion

- Identifying areas of social interest of Participants and encouraging and assisting them to develop their social networks (e.g. joining a local club or attending a local community college course)
- Providing training for staff and volunteers – to understand, respect and support Participants in their skill development
- Providing opportunities for Participants to take part in social and educational activities
- Encouraging Participants with special interests to link up with a group in the local community

5. Service development and organisational management

Participants are encouraged and supported to become involved in service development and organisational management, if they choose to do so.

These opportunities might include:

- Taking part in Participant surveys and feedback forums including design of surveys and forms
- Input when new services or activities are being developed
- Representation on Participant committees or groups
- Attending training or conferences
- Active membership of the organisation
- Standing for the board or management committee.

Documents related to this policy	
Related Policies	Person Centred Approach Lifestyle Support Plan



CASS Group- Disability Services

	Decision Making and Choice
Forms, record keeping or other organisational documents	<ul style="list-style-type: none"> • Participant's meeting • Quarterly Program and Activity Plan • Program and Activity Evaluation

Reviewing and approving this policy		
Frequency	Person responsible	Approval
3 years	Unit Head	HAS & DS Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review due
Version 1	1 June 2014	HAS & DS Committee	31 May 2017
Version 2	29 May 2017	HAS & DS Committee	28 May 2020
Version 3	November 2020	HAS & DS Committee	November 2023