

Safeguarding for Participants Policy

POLICY SHCHSEPOL002 | Rev 1.2

PURPOSE

This policy establishes a framework of supports and mechanisms aimed at promoting and protecting the rights, safety, and well-being of individuals with disabilities. This policy outlines procedures to prevent abuse, neglect, or harm, and to empower participants in exercising their rights and choices within our services.

POLICY STATEMENT

SNS Homecare is committed to creating a safe and empowering environment where individuals with disabilities receiving our services are protected from harm, abuse, and neglect. This policy sets forth guidelines to support staff in upholding participants' rights, promoting their decision-making autonomy, and complying with relevant standards and regulations.

Principles:

Aligned with the NDIS Practice Standards and National Standards for Disability Services, the principles guiding SNS Homecare's safeguarding efforts are:

1. **Least Restriction:** Safeguarding measures aim to enhance safety and well-being while imposing the least possible restriction on individuals and their choices.
2. **Responsive to Circumstances:** Safeguards are tailored to individual circumstances and evolve with changing risks and needs.
3. **Capacity Building:** Every individual is supported to develop their skills and capacity to minimize vulnerability and risk.
4. **Supporting Decision-Making:** Individuals requiring support in decision-making are empowered to exercise choice.
5. **Formal and Informal Safeguards:** Safeguards may be informal or formal, operating at individual and/or organizational levels.

Definitions:

Safeguarding: Actions designed to protect individuals from harm, abuse, and neglect while maximizing their choice and control over their lives.

Procedures:

SNS Homecare will implement the following safeguarding strategies:

1. **Individual Consultation:** Participants are actively involved in determining and reviewing their own safeguards, focusing on enhancing individual skills and capacity.
2. **Informed Decision-Making:** Empowering participants to make informed choices and decisions about their lives.
3. **Involvement of Support Networks:** Maximizing the role of participants' family, friends, carers, and advocates in safeguarding.
4. **Accessible Information:** Providing accessible information on rights and available

safeguards to participants, families, and the broader community.

5. **Training and Development:** Ensuring employees, contractors, and staff members are trained in identifying vulnerability, duty of care, and implementing safeguarding strategies.
6. **Complaints Mechanism:** Establishing a fair, prompt, and confidential mechanism for handling complaints and feedback.
7. **Mandatory Reporting:** Adhering to all mandatory reporting requirements concerning abuse, neglect, or harm.
8. **Monitoring and Incident Reporting:** Monitoring service provision to detect deficits in safeguarding practices and maintaining an effective incident reporting system for timely and appropriate responses.

Responsibilities:

All Staff: Responsible for safeguarding the well-being and safety of individuals with disabilities receiving services. Any concerns or incidents must be reported immediately to a line manager or General Manager – Aged Care

Management: Responsible for recording concerns or allegations, following relevant procedures to minimize harm, and ensuring policy implementation and monitoring.

The application of this Policy is by adherence to:

Related Standards	Disability Discrimination Act National Disability Insurance Scheme Act (2013) NDIS Practice Standards and Quality Indicators (2020) National Disability Insurance Scheme Quality and Safeguarding Framework National Disability Insurance Scheme Rules National Standards for Disability Services, Standard 1: Rights United Nations' Convention on the Rights of Persons with Disabilities Work Health and Safety Act 2020 (WA) Code of Conduct Policy Incident Management Policy Risk Management Policy Occupational Safety and Health Policy
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Award (where Applicable)	N/A		
Application:	All employees (SNS people)	Exceptions:	Nil
Issue:	For review every 1 year as a minimum	Next Review Date:	30 Jan 2027

This policy is endorsed by Senior Management of the SNS Homecare Pty Ltd, and its effectiveness reviewed annually.



Karl Depiazzi
Co-CEO
30 Jan 2026



Andrew Fenech
Co-CEO
30 Jan 2026

REVISION HISTORY				
Rev #	Date	Issue Details	Prepared by	Reviewed by
1.0	28/02/2024	Creation, review and approval	General Manager-Homecare	Catherine Fernandez
1.1	03/02/2025	Reviewed and no changes made	Josephine Calderon	Brianna O'Connor
1.2	30/01/2026	Reviewed and improved the Revision History table	Josephine Calderon	Brianna O'Connor