5.30	NDIS CHILD SUPPORTS AT HECIS BUILDING POLICY

Applies to: All staff	**Version: 1**
Specific responsibility: HECIS Co-Ordinator, staff	**Date approved: 18/03/25**
	Next review date: Jan 2026

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS seeks to ensure the physical safety of all Staff and Visitors to the service building.
HECIS seeks to ensure all NDIS supports delivered at the HECIS service building are undertaken in the physical presence of the supported child's parent/carer and another HECIS Staff member.

Home Visits at a supported child's home will not be offered by HECIS.
(previous 5.20 Home Visit Policy has been withdrawn – Committee Meeting 3/12/2024)

It is expected that the financial cost of requiring 2 staff to be present (but only able to charge for 1 support fee) would make supports at HECIS not cost effective.

PROCEDURES

- The HECIS CoOrdinator to ensure sufficient staffing (at building) to ensure at least 2 HECIS Staff are present for all supports delivered in HECIS Service building (HECIS Support educator/worker plus an additional HECIS Staff member)

- The HECIS CoOrdinator to complete a full risk assessment prior to approval

- All approved supports at HECIS to be on a 'limited block support' basis for a short term only.

- Both HECIS Staff are to remain in sight in room/area **AT ALL TIMES** with supported child during support delivery

- Supported child's parent/carer to remain onsite for all of the support delivery period

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Staff appointment diary

Reviewing and approving this policy		
Frequency	**Person responsible**	**Approval**
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	**Date Approved**	**Approved by**	**Next Review Due**
1		HECIS Co-Ordinator	
2		HECIS CoOrdinator	
3		HECIS CoOrdinator	
4		HECIS CoOrdinator	
5		HECIS CoOrdinator	
6		HECIS CoOrdinator	

Approved 18/03/25