



# FULL CARE LIFETIME

## NDIS POLICIES AND PROCEDURES

### MANUAL

### MODULE 2

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## INTRODUCTION

Restrictive practices pose a serious risk to the human rights of people with disabilities, so it's important to report and scrutinise their use in the NDIS. To address this, only registered NDIS providers are allowed to use them and they must be managed by the NDIA.

The development of a behavior support plan is restricted to practitioners approved by the Commissioner, who must be registered with the NDIS. This plan is created with input from the person with a disability, their family, carers, and other support people, and aims to improve the person's quality of life by addressing complex behaviors.

The behavior support plan includes information on what triggers the behavior and how to reduce or eliminate it.

Positive behavior support aims to reduce and eliminate the use of restrictive practices, with an emphasis on upholding the rights of the person with a disability through evidence-based and person-centered strategies in the behavior support plan. In limited circumstances, regulated restrictive practices may be used, but only as a last resort in response to a risk of harm. Any use of regulated restrictive practices must be authorised in accordance with state or territory legislation and reported to the NDIS Commission.

## STATEMENT

At Full Care Lifetime, we understand the importance of providing high-quality services to our clients, and complying with the policies set out by the National Disability Insurance Scheme (NDIS) and any relevant legislation is a critical component of achieving this. Therefore, we take great care to ensure that we are meeting all requirements and expectations outlined by the NDIS and other governing bodies. We understand that policies and regulations are subject to change, and as a result, we regularly review and update our policies as needed to ensure that we are consistently meeting and exceeding compliance standards. This approach ensures that we remain up-to-date and aligned with any new requirements or guidelines that may be implemented. In addition to regularly reviewing and updating our policies, we also conduct internal audits to ensure that our organisation is fully compliant with all relevant regulations and requirements. This auditing process provides an opportunity to identify areas where we can improve and enhance our services, as well as to identify any potential issues before they become problems. We take our commitment to compliance seriously, and we are dedicated to ensuring that our policies and procedures are consistently adhered to by all employees, contractors, and stakeholders. By doing so, we can continue to provide the highest level of service and support to our clients, while maintaining the trust and confidence of our community and regulatory bodies.

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## BEHAVIOUR SUPPORT IN THE NDIS

### Purpose:

The purpose of this policy is to ensure that all participants with disabilities receive behaviour support that is appropriate to their needs, based on evidence-informed practices, and compliant with relevant legislation and policy frameworks.

### Policy Statement:

All participants with disabilities shall receive behaviour support that is appropriate to their individual needs, based on evidence-informed practices, and compliant with relevant legislation and policy frameworks. To achieve this, NDIS behaviour support practitioners shall be assessed as suitable to deliver specialised positive behaviour support, undertake ongoing professional development, receive clinical supervision, and demonstrate a commitment to reducing and eliminating restrictive practices through policies, procedures, and practices.

### Policy Guidelines:

1. The National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018 shall be understood and applied by all NDIS behaviour support practitioners.
2. All NDIS behaviour support practitioners shall be assessed as suitable to deliver specialised positive behaviour support, including assessments and development of behaviour support plans with participant's consent.
3. Each NDIS behaviour support practitioner shall undertake ongoing professional development to remain current with evidence-informed practices and approaches to behaviour support, including positive behaviour support.
4. A specialist behaviour support clinical supervisor shall provide clinical supervision of each work practice of the NDIS behaviour support practitioner.
5. All policies, procedures, and practices shall demonstrate a commitment to reducing and eliminating restrictive practices.
6. The privacy and confidentiality of all participants receiving behaviour support shall be maintained.
7. Participants, their families, and support networks shall be consulted and involved in the development and implementation of behaviour support plans.
8. The outcomes of behaviour support plans shall be regularly reviewed, and any necessary modifications shall be made to ensure they remain effective and relevant.

### Implementation:

All NDIS behaviour support practitioners shall be trained and informed of this policy and shall adhere to its guidelines. Ongoing monitoring and reporting shall be conducted to ensure compliance.

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## Review:

This policy shall be reviewed annually or as required by changes to legislation or service requirements. Any changes to this policy shall be communicated to all NDIS behaviour support practitioners.

## RESTRICTIVE PRACTICES

**Purpose:** The purpose of this policy is to ensure that each participant with disabilities is only subject to a restrictive practice that meets state and territory authorisation requirements and the relevant requirements and safeguards outlined in Commonwealth legislation and policy.

**Policy Statement:** Each participant with disabilities shall only be subject to a restrictive practice that meets state and territory authorisation requirements and the relevant requirements and safeguards outlined in Commonwealth legislation and policy. To achieve this, NDIS behaviour support practitioners shall have knowledge and understanding of regulated restrictive practices, undertake ongoing professional development, engage participants and their support network in discussions, promote alternatives to restrictive practices, and ensure behaviour support plans comply with relevant legislation and policy requirements.

## Policy Guidelines:

1. NDIS behaviour support practitioners shall have knowledge and understanding of regulated restrictive practices as described in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018 and any relevant state or territory legislation and/or policy requirements and processes for obtaining authorisation.
2. Each NDIS behaviour support practitioner shall undertake professional development to maintain an understanding of practices considered restrictive and the risks associated with those practices.
3. Participants and their support network, providers implementing behaviour support plans, and other relevant stakeholders shall be engaged in discussions about the need for restrictive practices, and alternatives shall be promoted as part of these discussions.
4. Participants and their support network, providers implementing behaviour support plans, and other relevant stakeholders shall be engaged in the development of behaviour support strategies that are proportionate to the risk of harm to the participant or others.
5. Restrictive practices shall only be included in a participant's behaviour support plan in accordance with relevant Commonwealth and state or territory legislation and/or policy requirements for obtaining authorisation.
6. Regulated restrictive practices in behaviour support plans shall comply with the conditions prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.
7. Each participant's behaviour support plan or interim behaviour support plan shall include strategies that lead to the reduction and elimination of any restrictive practices included in the plan.

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8. Support shall be provided to other providers implementing a behaviour support plan in delivering services, implementing strategies in the plan, and evaluating the effectiveness of current approaches aimed at reducing and eliminating restrictive practices.

Implementation: All NDIS behaviour support practitioners shall be trained and informed of this policy and shall adhere to its guidelines. Ongoing monitoring and reporting shall be conducted to ensure compliance.

Review: This policy shall be reviewed annually or as required by changes to legislation or service requirements. Any changes to this policy shall be communicated to all NDIS behaviour support practitioners.

## FUNCTIONAL BEHAVIOUR ASSESSMENTS AND BEHAVIOUR SUPPORT PLANS

### Purpose:

Each participant's quality of life is maintained and improved by tailored, evidence-informed behaviour support plans that are responsive to their needs. The purpose of this policy is to ensure that all participants receive tailored, evidence-informed behaviour support plans that are responsive to their needs. This policy aims to achieve this by outlining the indicators that must be demonstrated to achieve this outcome.

### Policy Guidelines:

1. Behaviour Support Assessment: Work must be undertaken with each participant and their support network to undertake a behaviour support assessment that identifies unmet participant needs, the function and/or purpose of behaviours, and identifies strategies to address behaviours of concern.
2. Sources of Information: Behaviour support plans must take into account all appropriate sources of information such as the behaviour support assessment, and with the consent of the participant, the participant's support network, the providers implementing behaviour support plans, and assessments carried out by other collaborating providers and mainstream service providers.
3. Evidence-informed Practice: Behaviour support plans must be consistent with evidence-informed practice, including proactive strategies.
4. Integration of Supports and Services: The interface between reasonable and necessary supports under a participant's plan and any other supports or services under a general system of service delivery that the participant receives, must be considered, and strategies and protocols must be developed to integrate supports/services as practicable.
5. Development of Behaviour Support Plans: Behaviour support plans must be developed in consultation with the providers implementing behaviour support plans, and the behaviour support plan is given to those providers for their consideration and acceptance.

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6. Reporting to the Commissioner: All behaviour support plans containing a regulated restrictive practice must be provided to the Commissioner in the time and manner prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.

#### Implementation:

This policy will be implemented by all providers delivering services under the National Disability Insurance Scheme. The providers will ensure that all participants receive tailored, evidence-informed behaviour support plans that are responsive to their needs, and that the indicators outlined in this policy are demonstrated.

#### Compliance:

All providers delivering services under the National Disability Insurance Scheme must comply with this policy. Non-compliance with this policy may result in penalties, including suspension or termination of services.

## SUPPORTING THE IMPLEMENTATION OF THE BEHAVIOUR SUPPORT PLAN

**Purpose:** The purpose of this policy is to ensure that each participant's behaviour support plan is implemented effectively to meet their behaviour support needs. This policy aims to achieve positive outcomes for participants, including reducing the use of restrictive practices, increasing their independence, and improving their quality of life.

**Policy statement:** Assistance will be provided to ensure that providers implementing behaviour support plans understand the relevant state or territory legislative and/or policy requirements for obtaining authorisation (however described) for the use of a restrictive practice included in a behaviour support plan, including any conditions around the use of restrictive practices. Reasonable measures will be taken to ensure that the participant, and with the participant's consent, the participant's support network, and the providers implementing behaviour support plans understand the rationale underpinning the behaviour support plan. The following indicators should be demonstrated to ensure that each participant's behaviour support plan is implemented effectively:

1. Providers implementing behaviour support plans must understand the relevant state or territory legislative and/or policy requirements for obtaining authorisation for the use of restrictive practices included in a behaviour support plan. They must also understand any conditions around the use of restrictive practices. Assistance will be provided to ensure that providers have this knowledge.
2. Participants, and with the participant's consent, their support network and providers implementing behaviour support plans, must understand the rationale underpinning the behaviour support plan. Instructions and guidance will be developed to support the effective implementation of the behaviour support plan.
3. Providers implementing behaviour support plans must be made aware of the reporting requirements prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.

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4. Person-focused training, coaching, and mentoring will be facilitated or delivered to each provider implementing behaviour support plans, and with each participant's consent, their support network (where applicable). The training will cover the strategies required to implement a participant's behaviour support plan, including positive behaviour support strategies.
5. Behaviour support plans for each participant will be developed in collaboration with the providers implementing the behaviour support plan.
6. Where the specialist behaviour support provider recommends that workers implementing a behaviour support plan receive training on the safe use of a restrictive practice included in a plan, oversight will be retained to ensure the training addresses the strategies contained within each participant's behaviour support plan.
7. Ongoing support and advice will be offered to providers implementing behaviour support plans, and with the participant's consent, their support network (where applicable), to address barriers to implementation.

Conclusion: This policy aims to ensure that each participant's behaviour support plan is implemented effectively to meet their behaviour support needs. It outlines the indicators that must be demonstrated to achieve this outcome. By following this policy, we can achieve positive outcomes for participants, including reducing the use of restrictive practices, increasing their independence, and improving their quality of life.

## BEHAVIOUR SUPPORT PLAN MONITORING AND REVIEW

Objective: Each participant has a current behaviour support plan that reflects their needs, improves their quality of life, and supports their progress towards positive change. The plan progresses towards the reduction and elimination of restrictive practices, where these are in place for the participant.

Scope: This policy applies to all providers implementing behaviour support plans for participants of the National Disability Insurance Scheme (NDIS).

### Policy Statement:

1. Each participant's behaviour support plan is reviewed at least every twelve months. Consideration is given to whether the participant's needs, situation or progress create a need for more frequent reviews, including if the participant's behaviour changes, or if a new provider is required to implement the plan.
2. The progress and effectiveness of implemented strategies are evaluated through regular engagement with the participant, and by reviewing, recording and monitoring data collected by providers implementing behaviour support plans.
3. Modifications to the strategies contained in each participant's behaviour support plan are made based on engagement with the participant and the results of the information and data analysis, and with the participant's consent, these changes are communicated and training is provided (where required) to their support network on the modified strategies.



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4. Opportunities to reduce the use of restrictive practices based on documented positive change are pursued.
5. The Commissioner is notified and work is undertaken with the Commissioner to address such situations:

(a) where effective engagement with providers implementing behaviour support plans is not possible for any reason; or

(b) if the supports and services are not being implemented in accordance with the behaviour support plan.

The Commissioner is notified of changes in each participant's behaviour support plan in the manner and timeframe prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.

#### Implementation:

1. Providers implementing behaviour support plans are responsible for developing and reviewing each participant's behaviour support plan in collaboration with the participant, their support network, and any relevant professionals.
2. Providers implementing behaviour support plans must ensure that the behaviour support plan reflects the participant's needs, improves their quality of life, and supports their progress towards positive change. The plan should also progress towards the reduction and elimination of restrictive practices, where these are in place for the participant.
3. Providers implementing behaviour support plans must regularly engage with the participant, and review, record and monitor data collected to evaluate the effectiveness of implemented strategies.
4. Providers implementing behaviour support plans must pursue opportunities to reduce the use of restrictive practices based on documented positive change.
5. Providers implementing behaviour support plans must modify the strategies contained in each participant's behaviour support plan based on engagement with the participant and the results of the information and data analysis, and with the participant's consent, communicate these changes and provide training (where required) to their support network on the modified strategies.
6. Providers implementing behaviour support plans must notify the Commissioner and work with the Commissioner to address situations where effective engagement is not possible or if supports and services are not being implemented in accordance with the behaviour support plan.
7. Providers implementing behaviour support plans must notify the Commissioner of changes in each participant's behaviour support plan in the manner and timeframe prescribed in the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.

#### Compliance:

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1. Providers implementing behaviour support plans must comply with this policy and all relevant state or territory legislative and/or policy requirements for obtaining authorisation (however described) for the use of a restrictive practice included in a behaviour support plan, including any conditions around the use of restrictive practices.
2. The Commissioner may monitor compliance with this policy through regular audits and reviews.
3. Non-compliance with this policy may result in sanctions or other enforcement action by the Commissioner.

#### Review:

This policy will be reviewed as required to ensure it remains relevant and effective.

## REPORTABLE INCIDENTS INVOLVING THE USE OF A RESTRICTIVE PRACTICE

#### Purpose:

This policy outlines the procedures to be followed when a participant is subject to an emergency or unauthorised use of a restrictive practice. The aim is to ensure that the use of such practices is reported and reviewed, and that participants are supported and their rights are upheld.

#### Policy Statement:

1. Each participant that is subject to an emergency or unauthorised use of a restrictive practice has the use of that practice reported and reviewed. To achieve this outcome, the following indicators should be demonstrated:
2. Support for Providers: Support should be given to the providers implementing each participant's behaviour support plan in responding to a reportable incident involving the use of restrictive practices. This may include providing guidance on the reporting requirements and ensuring that providers are aware of their obligations under the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.
3. Inclusion of Stakeholders: Each participant, and with the participant's consent, their support network, the providers implementing behaviour support plans and other stakeholders are included in the review of incidents. This ensures that all parties are informed and have an opportunity to provide input and feedback on the incident.

#### Procedures:

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1. Reporting: In the event of an emergency or unauthorised use of a restrictive practice, the incident should be reported immediately to the relevant authorities, as well as the participant, their support network and the providers implementing behaviour support plans.
2. Review: The incident should be reviewed as soon as possible, and in any case within the timeframe prescribed by the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018. The review should include an assessment of the impact of the incident on the participant, and any changes that need to be made to the behaviour support plan to prevent similar incidents in the future.
3. Inclusion of Stakeholders: The participant, their support network, the providers implementing behaviour support plans and other stakeholders should be included in the review of incidents. This may involve conducting interviews, collecting feedback and seeking input from all relevant parties.
4. Support for Providers: Providers should be provided with support in responding to the incident, including guidance on the reporting requirements and any actions that need to be taken to prevent similar incidents in the future.
5. Notification: The Commissioner should be notified of the incident in the manner and timeframe prescribed by the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018.
6. Follow-up: The behaviour support plan should be reviewed and modified as necessary to prevent similar incidents in the future. The participant, their support network and the providers implementing behaviour support plans should be informed of any changes to the plan, and training should be provided where necessary.
7. Record Keeping: All incidents and reviews should be documented and recorded in the participant's file, and kept in accordance with privacy laws and regulations.

#### Conclusion:

The reporting and review of emergency or unauthorised use of restrictive practices is critical in ensuring the safety and wellbeing of participants. By following the procedures outlined in this policy, providers can respond effectively to incidents, and work with participants and their support networks to prevent similar incidents in the future.

## INTERIM BEHAVIOUR SUPPORT PLANS

#### Purpose:

To ensure that each participant with an immediate need for a behaviour support plan receives an interim behaviour support plan which minimizes the risk to the participant and others.

#### Policy statement:

Each participant with an immediate need for a behaviour support plan will receive an interim behaviour support plan which minimises the risk to the participant and others. The interim plan will be developed in consultation with the participant and the providers implementing behaviour support plans. The following indicators should be demonstrated to achieve this outcome:

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1. **Evaluation of risks:** When a participant develops an immediate need for behaviour support, the participant and the providers implementing behaviour support plans will be involved in evaluating the risks posed to the participant and others by the participant's behaviour. This evaluation will consider the participant's circumstances and the potential impact of the behaviour on the participant and others.
2. **Interim behaviour support plan development:** An interim behaviour support plan will be developed based on the evaluation of risks. The interim plan will appropriately manage the identified risks while ensuring the participant's safety and promoting their wellbeing. The interim plan will also aim to reduce or eliminate the need for restrictive practices, where possible, and promote positive behaviour change. The interim plan will be documented and shared with the participant, their support network, and providers implementing behaviour support plans.
3. **Advice and guidance:** Advice and guidance will be given to the providers implementing behaviour support plans and, with the participant's consent, their support network on the effective implementation of the interim behaviour support plan. This advice and guidance will cover the strategies and techniques to be used to manage the participant's behaviour, including positive behaviour support strategies. The providers implementing behaviour support plans will be trained on the use of the interim plan, and the training will be tailored to the specific needs of the participant.

**Regular review:** The interim behaviour support plan will be reviewed regularly to assess its effectiveness and make any necessary adjustments. The review will involve the participant, their support network, and providers implementing behaviour support plans. The interim plan will be updated based on the review, and any changes will be documented and communicated to the relevant parties.

#### Implementation:

The interim behaviour support plan will be implemented immediately when a participant develops an immediate need for behaviour support. The plan will be developed in consultation with the participant and providers implementing behaviour support plans. The providers implementing behaviour support plans will be trained on the use of the interim plan, and the plan will be reviewed regularly to ensure its effectiveness.

#### Responsibilities:

The following parties have responsibilities for the implementation of this policy:

- **Participants:** To participate in the development of the interim behaviour support plan and provide consent for the sharing of the plan with their support network and providers implementing behaviour support plans.
- **Providers implementing behaviour support plans:** To participate in the development of the interim behaviour support plan, receive training on the use of the plan, and implement the plan effectively.
- **Support network:** To provide support to the participant in the implementation of the interim behaviour support plan, with the participant's consent.

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- Management: To ensure that the policy is implemented effectively and that the relevant parties are trained on the policy. To review the policy periodically to ensure its ongoing relevance and effectiveness.

## PROCEDURE

### Positive Behaviour Support Plan and Strategy:

- Conduct a functional behaviour assessment to identify the underlying causes of the challenging behaviour.
- Develop a positive behaviour support plan that is person-centred, focusing on the individual's strengths and needs.
- Identify the behaviours that need to be targeted, and develop specific, measurable goals for the behaviour support plan.
- Develop a set of proactive strategies to promote positive behaviour, such as visual schedules, reinforcement, and environmental modifications.
- Develop a set of reactive strategies to manage challenging behaviour, such as de-escalation techniques and calming strategies.
- Develop a crisis plan for managing high-risk behaviours.
- Train staff and caregivers on the implementation of the behaviour support plan.
- Monitor and evaluate the effectiveness of the plan and make necessary adjustments.

### Functional Behaviour Assessment:

- Identify the behaviours of concern that need to be assessed.
- Collect data on the behaviours, including antecedents, consequences, and the frequency, duration, and intensity of the behaviours.
- Conduct interviews with the individual, caregivers, and other stakeholders to gather information about the behaviours.
- Analyse the data to identify the underlying function or purpose of the behaviour.
- Develop a summary statement of the behaviours of concern and the underlying function(s) of the behaviour.
- Develop a behaviour support plan that addresses the underlying function(s) of the behaviour.

### A Positive Behaviour Support Plan includes:

- Person-centred approach.
- Functional behaviour assessment.
- Specific, measurable goals.
- Proactive strategies.

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- Reactive strategies.
- Crisis plan.
- Staff training

### **Positive behaviour support strategies should be identified and implemented to address the behaviour of concern. These may include:**

- Modifying the environment to reduce triggers for the behaviour
- Teaching alternative, more appropriate behaviours to replace the behaviour of concern
- Providing positive reinforcement for appropriate behaviour
- Adjusting the person's medication or other medical interventions
- Providing support for communication and social interactions
- Addressing any underlying mental health or medical conditions

The Behaviour Support Plan should be reviewed regularly to ensure that it remains effective in addressing the behaviour of concern. Reviews should be conducted by a qualified specialist behaviour support practitioner and should involve input from the person and their support network.

All staff involved in implementing the Behaviour Support Plan should receive training on the plan and its strategies, as well as on the use of any restrictive practices that may be authorised.

The implementation of the Behaviour Support Plan should be supported by ongoing supervision and support for staff. The person's progress should be monitored, and the plan should be revised as necessary to ensure its ongoing effectiveness.

### **Safe use of Restrictive Practices and Reporting Requirement:**

The use of restrictive practices should only be considered if positive behaviour support strategies have been unsuccessful and if the behaviour of concern poses a significant risk of harm to the person or others. An assessment of the risks and benefits of the use of restrictive practices should be conducted, and the person's capacity to give informed consent should be considered.

The use of restrictive practices should be a last resort and should only be used for the minimum amount of time necessary to manage the behaviour of concern. The use of restrictive practices must be authorised by an Authorisation Panel and should be in line with any state or territory authorisation and consent requirements.

Monthly reporting of the use of authorised restrictive practices to the NDIS Commission is mandatory for the service provider. The staff who are responsible for implementing positive behaviour strategies or restrictive practices must receive appropriate training, and records of all training undertaken must be maintained by the company.

### **The five types of regulated restrictive practices are outlined below:**

- **Seclusion:** The sole confinement of a person with disability in a room or a physical space at any hour of the day or night where voluntary exit is prevented, or not facilitated, or it is implied that voluntary exit is not permitted.

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- **Chemical restraint:** The use of medication or chemical substance for the primary purpose of influencing a person's behaviour. It does not include the use of medication prescribed by a medical practitioner to treat, or to enable the treatment of, a diagnosed mental disorder, physical illness or physical condition.
- **Mechanical restraint:** The use of a device to prevent, restrict, or subdue a person's movement for the primary purpose of influencing a person's behaviour. Mechanical restraint does not include the use of devices for therapeutic or non-behavioural purposes.
- **Physical restraint:** The use or action of physical force to prevent, restrict or subdue movement of a person's body, or part of their body, for the primary purpose of influencing their behaviour. Physical restraint does not include the use of a hands-on technique in a reflexive way to guide or redirect a person away from potential harm/injury, consistent with what could reasonably be considered the exercise of care towards a person.
- **Environmental restraint:** The restriction of a person's free access to all parts of their environment, including items or activities.

### Authorisation Panel

Any restrictive practices that had been determined to be listed on the participant's Behaviour Support Plan will need to be reviewed and approved in accordance with the relevant state authorisation process. Refer to your state authorisation process for obtaining the authorisation for the use of restrictive practices.

The NDIS Commission doesn't authorise the use of restrictive practices, it's the responsibility of the state or territory. The provider must obtain authorisation and lodge evidence with the NDIS Commission according to state or territory authorisation processes. If there's no applicable authorisation process, the regulated restrictive practice must be in a behaviour support plan, lodged with the NDIS Commission by the specialist behaviour support provider.

### Behaviour Support Plan Monitoring and Review:

The implementation of the Behaviour Support Plan should be regularly monitored and reviewed to ensure that the use of restrictive practices remains appropriate and necessary.

1. A review of the Behaviour Support Plan should occur every six months or sooner if significant changes occur in the participant's life or their support needs.
2. The person responsible for monitoring and reviewing the plan will be specified in the plan.
3. The review process will include an evaluation of the effectiveness of the plan and any reactive strategies used.
4. All data collected through the monitoring and review process will be recorded, including any changes made to the plan.
5. Any incidents involving the use of restrictive practices must be reported to the NDIS Commission.
6. Feedback from staff, participants, and other stakeholders will be sought during the review process.

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### **Reportable Incidents involving the Use of a Restrictive Practice:**

1. All incidents involving the use of a restrictive practice must be reported to the NDIS Commission.
2. The report must be made within 24 hours of the incident occurring.
3. The report must include details of the incident, the person involved, and any injuries sustained.
4. The use of a restrictive practice must be immediately ceased, and alternative strategies used where possible.

### **Interim Behaviour Support Plans:**

Conduct a full functional behavioural assessment by an approved NDIS practitioner to allow for the development of the interim Behaviour Support Plan in consultation with the participant and their support network.

Consider all appropriate sources of information, including collaboration with providers and mainstream service providers to ensure all listed supports are considered and accepted by the implementing provider.

Develop the interim Behaviour Support Plan using the NDIS Quality and Safeguard Commission template and include all reasonable and necessary supports, as well as strategies and protocols required to support the plan.

Review and update the interim plan within 48 hours of its implementation.

Obtain authorisation for the interim plan within one (1) month after the first use of the practice to minimise any risk of harm to the participant or others.

Ensure a full assessment is carried out to develop the participant's full Behaviour Support Plan as soon as practical to replace the interim plan.