

Bethany Care Ltd

Host Family Policy & Procedure

Policy & Procedure 25

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1. Object & Field of Application

- 1.1 This document details the policy and processes used by Bethany Care Ltd (BCL) in relation to Host Family care.
- 1.2 It also helps govern appropriate relationships between the client (Ashley Collins) and the primary carer (Gary Cains).

2. Legislation

- Commonwealth Disability Services Act 1992
- Commonwealth Human Rights and Equal Opportunity Commission Act 1986
- Queensland Anti Discrimination Act 1991
- Commonwealth Disability Discrimination Act 1992
- Powers of Attorney Act 1998

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3. Background & Service History

- 3.1 Ashley has limited contact with his mother who lives in Beaudesert and only talks to her on the phone every 4/6 months. Ashley gets along very well with his nephew Dane and enjoys spending time with him when Dane visits with Ashley's mother on occasions.
- 3.2 Ashley has formed a very close and trusting relationship with his host family carer Gary and considers Gary to be his greatest support. Gary has been police checked, holds a senior first aid certificate, and a Certificate III in Community Services (Disability Work).
- 3.3 Ashley has also developed friendships with the other clients and staff at Bethany. Gary's colleagues have regularly provided support and taken care of Ashley when Gary has had work commitments.
- 3.4 Ashley is greatly involved in his church group and attends every Sunday. Ashley has many acquaintances and has developed some meaningful friendships through his involvement with the church. That said, he has rarely made contact with these people away from the church environment.
- 3.5 Ashley enjoys walking along the beach, boogie-boarding, bushwalking, reading, music, watching television, playing around with his guitar and any type of relaxing activity

4. Accommodation – Living Situation

- 4.1 Ashley lives in a single room at Gary's property in 11 Comore Drive, Robina.
- 4.2 Ashley is responsible for the cleaning of his room and washing as required. These tasks will be supported by carer assistance if necessary.
- 4.3 Additional household chores (e.g. mopping the floor, dish washing) will be performed using the least restrictive alternative principle (Policy & Procedure 5).

5. Meals & Additional Support

- 5.1 In general Gary is responsible for preparing Ashley's meals, however, as he is a shift worker and has restricted time, Gary uses a network of Bethany colleagues to assist in his absence. These colleagues also assist with basic support needs if necessary, if Gary is unavailable. As these colleagues are current Bethany Care employees they will have already undergone criminal history checks and screening.

6. Health & Safety

- 6.1 Gary and Ashley's home has smoke detectors which are regularly checked by an external agency to ensure they are in perfect working order.
- 6.2 Gary performs safety audits of the property every quarter, to help minimize any potential risks.
- 6.3 There is an up to date Fire Emergency escape plan on display at the premises, which indicates suggested escape routes and the recommended meeting place.

7. Community & Social Life

- 7.1 As part of Ashley's ongoing INDIVIDUAL SUPPORT program, Bethany staff will continue to assist him to participate in age appropriate community activities of his choice.
- 7.2 During activities in the community, the privacy, dignity and confidentiality of information about Ashley will be maintained at all times.
- 7.3 Bethany Care recognizes that Ashley has the right to choose to engage in, or withdraw from, interactions with others according to individual preferences and mutual agreements.
- 7.4 Bethany Care host families (Gary) will demonstrate a positive role model to the community during interactions with Ashley that will foster community acceptance of, and respect for, people with disability and their carers, and reflect positively on the service.
- 7.5 Bethany Care host families (Gary) and additional Bethany Carers will encourage and support clients to participate in age appropriate activities enjoyed by other members of the community taking into account the personal choices and likes and dislikes of the individual.
- 7.6 Bethany Care host families (Gary) and additional Bethany Carers will assist Ashley to better understand and practice grooming, appropriate dress and behaviour to support acceptance, valued status and participation in the wider community.
- 7.7 Support by respite carers to clients in accessing the community, or community activities, will be provided in the least restrictive manner. Clients will be encouraged to develop greater independence through community participation.
- 7.8 Whilst supporting the clients to access the community, or activities within the community, the respite carer will maintain confidentiality regarding private information about the person unless instructed otherwise by the client or his/her advocate.
- 7.9 Where preferred activities are unavailable or considered unsafe, every effort will be made to find reasonable alternatives within available resources.

8. Camps

- 8.1 Away camps are normally held 2-3 times per year.
- 8.2 Bethany Care will encourage Ashley to attend these camps and /or bowling tournaments.
- 8.3 Time away would provide a suitable break for both Ashley and Gary.

9. Planning Process Goal Setting

- 9.1 Bethany Care is dedicated to an annual planning process with Ashley.
- 9.2 Commitment to Review - This type of planning is not a one-time event. In general, Ashley's plan will be revised every 12 months. The process focuses on continuing to gather information about Ashley's core values and preferences and the decision-making process of goal setting and acquiring the support to achieve these goals. Bethany Care regards the timely review these goals and aspirations as essential. The review process may also provide a forum for addressing Ashley's changing needs.
- 9.3 The aim is to:
 - Identify Ashley's goals, wishes and expectations.
 - Create an environment of listening and understanding.
 - Be a supportive and empowering experience that focuses on Ashley's abilities and capacity.
 - To propose strategies that will increase Ashley's capacity for decision making and choice within the framework of the least restrictive alternative principle.
 - Involve people who have a role Ashley's life to work together and create.
 - Ensure the focus is on realistic outcomes and improvements in the quality of life.

10. Advocacy

- 10.1 Bethany Care understands that some clients may not have personal networks and may need an advocate to represent their best interests effectively.
- 10.2 Bethany Care is committed to respond appropriately to the involvement of an advocate on behalf of a client in areas of service provision.
- 10.3 Ashley should be given opportunity to choose his advocate.
- 10.4 In the event that Ashley no longer wanted Gary to act as his advocate, Bethany Care would introduce him to current advocacy services available in the area, to help him get his advocate of choice

11. Host Family Financial Remuneration

- 11.1 Gary receives quarterly financial remuneration for his host care arrangement with Ashley and Disability Services.
- 11.2 It is intended that these funds be used to help cover the cost of Ashley's care with Gary.
- 11.3 These quarterly remittances are disbursed to Gary via bank transfer.
- 11.4 Bethany Care as the funds holder will issue acquittal reports to Disability Services as required.

12. Personal Money & Financial Independence

- 12.1 Ashley's currently receives a disability pension through Centrelink each week.
- 12.2 He is responsible for his own savings and expenditure.
- 12.3 Gary's role in Ashley's personal finance is to;
 1. Provide advice and assistance in financial matters should Ashley request it.
 2. If necessary, remind Ashley when the rent, household bills and other additional expenses are due. Additional expenses may include Bethany Program fees, camp costs etc.

13. Safeguards Against Financial Abuse

- 13.1 Financial abuse refers to the improper use of client's assets or the use or withholding of their money and personal finances.
- 13.2 As Ashley is in charges of his personal finances money can only be withdrawn and used when expressly authorized by Ashley.
- 13.3 Where money, once authorized by Ashley, has been withdrawn, details must be comprehensively logged. This will include information such as dates, times, purposes and names of support staff.
- 13.4 These records must be made available for inspection by Ashley, the Service Manager or any other party Ashley may wish to consult.
- 13.5 It is intended that keep a log of financial transactions will provide a safeguard for both Gary and Ashley in this area.

14. Further Financial Safeguards

- 14.1 To provide further protection for Ashley, all Bethany Care personal must refrain from the following practices;
- The taking money or other property without consent (which is likely to also constitute a criminal offence) or where their consent is fraudulently obtained
 - The misappropriation of money, valuables or property
 - The changing of wills or other legal documents, by coercion, misrepresentation or where consent for changes was fraudulently obtained
 - The denial of access to information or documentation concerning personal finances or individualised funding package
 - Borrowing possessions even for a brief period, e.g. CDs, lawn mowers etc

END