

# Participation and Inclusion Policy

## 1. Purpose:

To provide inclusive supports to people with disabilities and our community. The Y is committed to providing a safe and healthy working environment for all service users, staff and visitors.

## 2. Scope:

This policy is applicable to all staff and volunteers of YMCA Whittlesea who provide care and support to a person with a disability.

## 3. Policy

The Y has a legal, moral and mission-driven responsibility to be inclusive of all people. The Y is an organisation that provides a safe environment that support connectedness and inclusivity. All staff and service users at the Y will be respected as an individual, their diversity embraced and will be valued for their differences and choices.

## 4. Definitions:

**Diversity** - Refers to the goal that all people, regardless of their personal attributes, will have the same access to the opportunities and resources that enable them to reach their potential and achieve their goals.

**Participation** - The right and choice of individuals to have a “share in” or “to take part in”. Within a community context this involves equitable and active involvement in community and the ability to participate (opportunity, choice, and capability) to work, engage, have a voice and belong.

**Inclusion** - Refers to a sense of belonging in which all people are made to feel welcomed and valued, their differences are respected, and they are able to contribute fully and to the best of their ability.

**Exclusion** - is the process of being shut out from the social, economic, political and cultural systems which contribute to the integration of a person into the community.”

**Equality**- Refers to the goal that all people, regardless of their personal attributes, will have the same access to the opportunities and resources that enable them to reach their potential and achieve their goals.

**Access** - refers to any outcome that is achieved by the removal of “barriers” or obstacles that may impede an individual’s rights to participate in their community. The basic requirement of good access is that the physical, sensual, information and attitudinal environments are barrier-free.

**NDIS** - National Disability Insurance Scheme

**NDIS Commission** refers to The NDIS Quality and Safeguards Commission

**Staff** - any person employed by YMCA Whittlesea by either paid employment or contract.

**Volunteer** - any person engaged by YMCA Australia in a voluntary capacity.

**Visitors** – any person who engages with YMCA Whittlesea programs and services.

**Service User/ Participant/ Client** - any individual who is eligible for or receiving services from the Y.

## 5. Commitment

The Y is committed to optimising participation and inclusiveness by providing opportunities and environments that are welcoming. Respect for each and every individual is paramount and diversity is valued.

To achieve this we will:

- Provide supports that promote, uphold and respect a person's legal human right and to exercise informed choice and control
- Provide opportunities for all people to grow and thrive in body, mind, and spirit, regardless of gender, gender identity, age, ethnicity, values, beliefs, religious or cultural background, Aboriginal and Torres Strait Islander People status, disability or sexual identity (LGBTIQ+).
- Create a culture that encourages respect and welcomes individual differences.
- Support an individual's right to practice their culture, values and beliefs
- Promote our diversity practices and value service users input into new and creative ways to promote diversity.
- Remove barriers to participation and progression through providing goal focused programs and services
- Ensuring the personal privacy and dignity of an individual is maintained
- Support an individual to make informed choices and maximise independence
- Provide clear and consistent marketing material, policies and procedures and Service Agreements
- Respect individuals including their rights to intimacy and sexual expression
- Where practical, ensure balanced representation of diverse interests at all levels, and in key organisational and management decisions as well as in planned group activity scheduling
- Ensure that connection and on-boarding practices recognise and support inclusion and diversity engagement opportunities for an individual.
- Provide up to date information on our website and within our Service Agreements to ensure that all service users are aware of their rights and responsibilities in relation to support at the Y.
- Comply with all relevant legislation and industry standards.

## 6. Related Policies

- Connection and On-boarding Policy
- Registration and Assessment Policy
- Refusal of Service Policy
- Feedback, Concerns and Complaints Policy
- Diversity Equality and Inclusion Policy
- Privacy Policy

## 7. Related Procedures and Supporting Documents

- Connection and On-boarding Procedure
- Registration and Assessment Procedure
- Refusal of Service Procedure

- Assessment and Registration Forms
- Feedback, Concerns and Complaints Procedure

## 8. Legislative and Industry Requirements

- National Disability Insurance Scheme (Practice Standards) Rules 2018
- United Nations Convention on the Rights on Persons with Disabilities
- Disability Act 2006
- Victorian Charter of Human Rights and Responsibilities 2006
- The Universal Declaration of Human Rights 1948
- The Disability Discrimination Act 1992 Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984
- Australian Human Rights Commission Act 1986
- Age Discrimination Act 2004.
- Multicultural Victoria Act 2004

## 9. Consequences of Breaching this Policy

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

## 10. Policy Owner

The Community Services Manager is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

## 11. Document Control

Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate YMCA personnel.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 15/06/2022.

Version:	Description of Amendment, Approver and Date:	Amended by:	DCR Updated	New Issue Date:	Policy Location:
V4	Updated content  Inclusion of NDIS Practice standards requirements	Annette Jurisch	8/7/20	15/06/20	Shared:Drive>YMAC>Policies_Final>Community Services

V3	Updated legislation name from Human Rights and Equal Opportunity  Commission Act 1986 to <i>Australian Human Rights Commission Act 1986</i> and reformatted layout.	Sandra Marson		04/06/17	Shared:Drive>YMAC>Policies_Final>Community Services
V2		Geny Zambello		03/09/15	Shared:Drive>YMAC>Policies_Final>Community Services
V1	Policy creation	Taryn Nelson		01/08/11	Shared:Drive>YMAC>Policies_Final>Community Services