Decision Making and Choice Policy and Procedure

🎯 Purpose

We want participants to have **choice and control** over their lives 💪 .

We help people make decisions that are **safe, fair, and right for them** ✅ .

If someone has trouble making decisions, we support them with a **carer, family member, or legal decision maker** 🤝 .

🌏 Who This Is For

- All **participants** 🧑‍🦽 🧑‍🦯
- All **staff** 💁 👨‍💼
- Anyone helping with decisions 🧒

📚 Key Words

- **Impaired Decision-Making:** Trouble making a decision at the time ❌ 🤔
- **Supported Decision Making (SDM):** Help to understand info and make choices 🗣️ 💡
- **Responsible Person:** Someone who can say yes/no for some decisions if no legal person exists 👤

- **Substitute Decision Maker:** Legally appointed person for serious decisions 🏛️

- **Informed Consent:** Understanding and agreeing to a choice, can change mind anytime ✋ ✅

- **Communication Support:** Tools or interpreters to help understand info 📝 💬

- **Dignity of Risk:** Letting people make choices even if there's some risk ⚖️ 🌱

🌟 Principles

- Everyone can make decisions unless assessed otherwise ✅

- Decision-making can **change with time or situation** ⏰ 🔄

- Participants should **make their own choices** wherever possible 🏆

- Staff provide **support and clear info** for those who need it 🗣️ 💬

- Balance **risk with choice** ⚖️

- Staff **cannot override choices** just because they disagree 🚫

- Staff are **trained in consent and SDM** 🎓

⚡ Dignity of Risk

- Participants can make choices even if there's some risk 🌱

- Staff help by:

  - Explaining **risks & benefits** ⚠️ ✅

  - Finding ways to **stay safe** 🛡️

  - Supporting **goals and values** 🎯

- Decisions and plans are **documented** 📁 💻

🛠️ How We Do It

1. Supporting Decision Making

- Ask who the participant wants to **help them decide** 🤝

- Provide **communication support** if needed 📝 💬

- Use **medical info and observations** but still focus on participant choice 🩹 👀

2. Checking Capacity

- Look at why capacity is in question ❓

- Gather info: staff, carers, reports, legal orders 🗂️

- Decide if **SDM is needed** ✅

3. Consent

- Respect existing consent agreements 🖊️

- Some decisions need **carer or legal consent** 👤

- Document in **OneDrive & Splose** 💾

4. Monitoring Outcomes

- Check if choices worked as intended 🔍

- Record any issues or changes 📝

5. Conflict or Disagreements

- Escalate to **Director** if needed ⚡

- Use **advocates or guardians** for support 🤝

6. Record Keeping

- Keep all decisions, SDM agreements, and risk discussions **safe and private** 🔒

- Records ready for **audit or NDIS reporting** 📂

✅ This is your Easy Read guide to **Decision Making and Choice**. If you want the **full policy**, please ask us.