









Participant Rights and Responsibilities (Easy Read Version)

Purpose





This policy makes sure everyone knows:

-  Their **rights** (what they can expect).
 -  Their **responsibilities** (what they should do).
 -  We keep services safe, fair, and respectful.
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Who it's for





-  Participants using our services
 -  Families, carers, advocates
 -  Staff, contractors, volunteers
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Key Words

- **Rights**  : Being safe, respected, and making choices.
 - **Responsibilities**  : Treating others with respect, being honest, and working together.
 - **Advocate**  : Someone who helps you speak up.
 - **Easy Read**  : Information made simple with words and pictures.
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Our Promise

We will:

-  Share information clearly.
 -  Support choice and control.
 -  Protect everyone's rights.
 -  Act quickly if rights are not respected.
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Responsibilities

Director/Management

- Make sure participants know their rights.
- Train staff.



Staff

- Be respectful.
- Help participants understand their rights.

Participants

- Be respectful to others.
 - Give honest information.
 - Speak up if something is wrong.
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What We Do

1. **Inform**  : Give rights info at intake in Easy Read if needed.
2. **Support**  : Help with choices, offer advocates.

3. **Respond** ⚡ : Act on any breach of rights quickly.

4. **Promote** 🌟 : Remind everyone of their responsibilities.

✅ This is your Easy Read guide to your Rights and Responsibilities.

If you want the **full policy**, please ask us.