

Policy 1.2	<b>Decision Making and Choice</b>
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<p><b>Policy Statement:</b></p> <p>Orange and District Early Education Program is committed to empowering children and families to play an active role in decisions that affect their lives and to make choices for themselves. ODEEP acknowledges and understands that parents/carers, guardians or substitute decision makers will be making the decisions for their children when accessing our services and that they are the authorised person to sign off on all documents relating to service delivery that is being provided to the child.</p> <p>ODEEP respects the right of each parent/carer to be at the centre of decision making for their child and family. ODEEP policies and practices aim to support and maximise the decision making opportunities for parents/carers by using a family-centred philosophy and associated practices.</p> <p>The organisation will:</p> <ul style="list-style-type: none"> <li>• inform clients about the opportunities for choice available to them.</li> <li>• support clients to make informed choices which will provide them opportunities.</li> <li>• keep records of client preferences regarding their service.</li> <li>• enable clients to build self-reliance and maintain social inclusion.</li> </ul>
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<b>Responsibilities and delegations</b>	
This policy applies to	Families and the staff for the purpose of fully involving families in decision making and choice.
Specific responsibilities	This policy is developed by the CEO and reviewed by ODEEP staff and Board. It is communicated and implemented by the CEO and staff.
Policy approval	ODEEP CEO

<b>Policy context</b> – this policy relates to:	
Standards	NDIS Practice Standards and Quality Indicators 2018
Legislation	NDIS Act 2013 Disability Services Act 1993 Commission for Children and Young People Act 1998 (NSW) Privacy and Personal Information Protection Act 1998 (NSW) Disability Inclusion Action 2014 (NSW)
Organisation policies	1.1 Client Rights and Service Charter 1.5 Diversity and Cultural Inclusion 3.3 Individual Outcomes, Service Planning and Co-ordination 4.2 Family Centred Practice 4.3 Client participation and Social Inclusion

	4.4 Parent/Carer Engagement Policy
Forms, record keeping, other documents	ODEEP Service Charter NDIS/ODEEP Pre-Planning documents Individual Family Service Plans

## Procedures

### Information strategies

Information in appropriate formats about the opportunities for client choice will be provided to families at each major service point from referral to end of service. If clients have literacy or communication issues, then every effort is made to ensure they understand their rights and opportunities in making decisions regarding services. The information is available in the following documents:

- ODEEP Services and Support Document.
- ODEEP Service Charter.
- ODEEP/NDIS Service Agreement.

### Families are supported to make choices:

- A Family Service Charter is available in the ODEEP Services and Supports document and on the website which outlines to families their rights, entitlements and obligations, which includes a families right to make choices and decisions.
- ODEEP policies and practices support families to make choices and informed decisions about the services and supports they choose at ODEEP and in the wider community through the Key Worker model.
- The Key Worker supports families to participate fully in the development of the Individual Family Support planning meetings which form the basis of service delivery at ODEEP.
- Families make decisions about the type, frequency, locations and goals of any services and supports from ODEEP.
- The Key Worker assists the family to access information they require in order to make informed decisions about their child and family.
- The Key Worker assists with the sourcing of resources and equipment to assist the child's independence and inclusion into their family and wider community.
- The Key Worker assists the family to identify and access any other services and supports which may assist them and works to coordinate the referral and transition process in a planned way.
- The Key Worker works with the family to identify opportunities for their child and family to access their community and supports them to do so.
- The ODEEP program offers information and education to families through internal and external workshops, newsletters, links to relevant information on the website and Facebook page and assist families to access this information.
- Children are taught to make choices between activities through their communication programs.

All policies are reviewed on a continual basis as gaps and need arises or otherwise on an annual basis.

<b>Record of policy development</b>		
<b>Version</b>	<b>Date approved</b>	<b>Date for review</b>
Version 1	July 2020	July 2021
Version 2	July 2021	July 2022
Version 3	October 2022	October 2023