KindCare
Adapting Services Policy and Procedure



Policy and Procedure for Accessing Resources for Disability Workers to Support People with Disability

Policy Statement:

KindCare recognises the importance of adapting services to meet the diverse needs of clients with disabilities. We acknowledge that such adaptations can enhance the accessibility, inclusiveness, and quality of services and promote the independence and well-being of clients with disabilities. We are committed to providing staff with the knowledge, skills, and resources needed to identify and implement appropriate adaptations that meet the needs of clients with disabilities.

Procedure:

Identifying the Need for Adaptations:

Staff can identify the need for adaptations by conducting regular assessments and reviews of the support needs of clients with disabilities.

Staff should consult with clients with disabilities and their families or carers to identify their needs, preferences, and goals regarding adaptations.

Identifying Appropriate Adaptations:

Staff should consult with relevant professionals, such as occupational therapists, assistive technology specialists, or accessibility experts, to identify appropriate adaptations.

Staff can also research online databases, professional networks, and community resources to identify relevant adaptations.

Implementing the Adaptations:

Staff should discuss the need for adaptations with clients with disabilities and their families or carers and obtain their consent.

Staff should provide clients with disabilities and their families or carers with information about the adaptations, including their purpose, benefits, and any costs involved.

Staff should implement the adaptations by modifying service delivery, facilities, equipment, or materials, as appropriate.

Documenting the Adaptations:

Staff should document the adaptations made, including the reason for the adaptation, the process for implementing the adaptation, and any costs involved.

Staff should maintain a record of the adaptations in the client's file or electronic record.

Monitoring the Effectiveness of Adaptations:

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Staff should monitor the effectiveness of the adaptations in meeting the needs of clients with disabilities.

Staff should provide ongoing support and guidance to clients with disabilities and their families or carers throughout the implementation process.

Evaluating the Effectiveness of Adaptations:

Staff should evaluate the effectiveness of the adaptations in promoting the independence and well-being of clients with disabilities.

Staff should provide feedback on the adaptations to the supervisor and the professionals who provided them to improve the process in the future.

Reviewing and Updating the Adaptation Policy and Procedure:

This policy and procedure should be reviewed regularly to ensure that it is up-to-date and relevant.

Staff should provide feedback on the policy and procedure to ensure that it meets their needs.

Conclusion:

KindCare recognises that accessing resources for disability workers is essential to providing high-quality support services to people with disabilities. This policy and procedure outlines the steps to identify, acquire, and provide resources to disability workers to support the independence and well-being of the people we support.

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