

DOCUMENT HRP017

Locking of Gates Doors and Windows Policy

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Document Owner		Community Connection Incorporated	
Approved By		Manager and Management Board	
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September 2014	September 2017	Management Team	
July 2016	September 2017	Rhonda	Format Change

1. REFERENCES

National Standards for Disability Services (also compliant with HSQF)

1. **Rights:** The service promotes individual rights to freedom of expression, self-determination and decision-making and actively prevents abuse, harm, neglect and violence.
2. **Participation and Inclusion:** The service works with individuals and families, friends and carers to promote opportunities for meaningful participation and active inclusion in society.

2. COMMUNITY CONNECTION INCORPORATED'S POSITION

Community Connection does not believe in unnecessarily restricting the freedom of people. Gates doors and windows will only be locked when a serious risk of harm is identified.

Should it be considered necessary to lock gates, doors or windows:

- The practice that will least restrict the individual's rights and lifestyle will be chosen;
- The practice will be for the shortest possible time while positive strategies are developed and implemented;
- Appropriate regard will be paid to linguistic and cultural diversity, family culture and Aboriginal tradition and Torres Strait Islander custom.

3. SCOPE

This policy only applies when staff of Community Connection lock gates, doors or windows to prevent physical harm being caused to an adult with a skills deficit as defined in the Disability Services Act 2006.

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4. APPROVAL

Locking of gates, doors or windows will only proceed after all other options have been explored and with the family/carer's permission.

If the Manager feels there is a need for locking gates, doors or windows the adult's family/ carer will be contacted to discuss the situation.

5. PLANS

If it is agreed that locking is necessary a plan for how and when locking will occur and how to increase the adult's skill levels will be developed.

The individual, his/her family and/or relevant members of their support network will be involved in the planning process and decision making. All involved will commit to sustained follow through on any agreement they make.