

855.0	SAFETY - SECURITY PEOPLE WE SUPPORT	855.0
Application: Community Based Services Support Workers Special Services to Children Adult Life Skills Teen & Pre-Teen Program		References: Policy 541.0 Abuse of People We Support Prevention

POLICY:

Where a person(s) receiving service is unable to direct their own care, the employee is required to return the individual to the care of the parent or legal guardian unless prior arrangements have been documented and approved by both parties.

Under no circumstances are employees permitted to leave the person(s) receiving service in their care unattended while at home or out in the community.

Unless pre approved by the Team Leader, employees are not permitted to transport or drop off the person(s) receiving service in their care other than on the North Shore.

Employees adhere to specific guidelines and procedures to ensure the safety and security of the person receiving service placed in their care.

Employees found to be in contravention of the specific guidelines and procedures are subject to disciplinary action up to and including dismissal.

Note: (This Policy applies only to the people we support unable to direct their own care).

REASON FOR POLICY:

The NSDRC adheres to applicable legislation to ensure the safety, security and well being of the people we support.

DEFINITIONS: Refer to Glossary of Definitions located in Volume 1 Association Structure and Supports for further information.

PROCEDURES:

1. Unless pre arranged and approved by the Team Leader, employees return the person(s) receiving service in their care to their original place of departure and to the care of the parent or legal guardian.
2. In situations where the employee returns the person(s) receiving service to the place of departure and the parent or legal guardian is unavailable at the agreed time the employee remains with the individual for a minimum of 30 to 40 minutes.

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3. After waiting the allotted time and the parent or legal guardian is still unavailable the employee notifies the Team Leader and contacts the individual's emergency contact person to the situation.
4. Where an employee is unable to reach the individual's emergency contact person or any other person named on the contact list, the employee notifies CLBC Emergency Services to arrange alternate care.
5. Community Living BC Emergency Services can be contact during regular business hours at **604-981-0321**, on weekends or after hours call **604-660-4927**.
6. Once the employee has notified CLBC, the employee remains with the person(s) receiving service in their care and continues to try and establish contact with the parent, legal guardian and emergency contacts.
7. The employee involved completes and submits a Serious/Critical Incident Report to their Team Leader within two (2) business days of the incident.
8. The Team Leader submits the Incident Report for review and appropriate action (if applicable) to the Director of Community Based Services and the Executive Director Contracted Services.
9. The Community Based Services Administrator enters information from the Incident Report electronically to the NSDRC Incident Reporting Data Base. Incident Report is copied to the individual's personal file and submitted to the funding agency and other applicable authorities as required.