

930.0	PROGRAM ACTIVITY GUIDELINES	930.0
Application: Community Based Services Support Workers Special Services to Children Adult Life Skills Teen & Pre-Teen Program		References: 921.0 S ³ Tracking and Reporting NSDRC Risk Management Plan

POLICY:

Employees ensure program activities are chosen in conjunction with the person receiving service and that activities are agreed upon by the individual, the parent or the caregiver.

Employees ensure that program activities are goal focused and follow the person receiving service Person Focused Plan (PFP), S³ Self Sufficiency Scale and or the funder's guidelines.

Activities occurring in the home of person receiving services require prior authorization from the Team Leader or their designate.

Activities including siblings, friends or family members of the person receiving service require prior authorization from the Team Leader or their designate.

Activities do not include the friends or family members of the employee's unless pre authorized by the Team Leader or their designate.

The person receiving service is not permitted to visit an employee's private place of residence during regular scheduled hours of work.

Employees found to be in contravention of this policy are subject to disciplinary action up to and including dismissal.

REASON FOR POLICY:

The NSDRC ensures all activities are goal focused as outlined in the contract with CLBC, the PFP development and the S³ Booklet. Employees adhere to NSDRC policy and procedures and maintain a high level of professionalism while supporting the people we support.

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

PROCEDURES:

1. Employees and the person receiving service discuss and document activities that are goal focused once a month, at a minimum.

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2. Activities are documented in a clear and consistent manner (e.g. written on a calendar, using picture symbols, photographs, drawings etc).
3. Unless otherwise specified the person receiving service is responsible for costs related to their activities. Refer to **Policy 588.1.1 Program Expenses** for further information.
4. The employee and the person receiving service (where applicable) inform the parent and or the caregiver of the selected activities.
5. The employee submits a documented copy of the selected activities to the Team Leader or their designate for future reference upon request.
6. If the activity selected is identified as being one of “high risk” with a potential of causing injury or harm to the person receiving service, a Health and Safety Risk Assessment is completed by the Team Leader or their designate prior to the event. Refer to **920.0 Person Focused Plan Form # 6 Health and Safety Risk Assessment** for further information.
7. The completed **Health and Safety Risk Assessment Form # 6** is submitted to the Health and Safety Administrator by the Team Leader or their designate for review and the completion of a formal **Risk Assessment Matrix**. Refer to **Policy 325.0 Risk Management** for further information.
8. Activities considered to be of a “high risk” nature requiring a **Risk Assessment Matrix** include but are not limited to the following, skiing, canoeing, kayaking, swimming when there is no lifeguard is on duty, horseback riding, rock climbing, and back country wilderness hikes etc.
9. The completed **Health and Safety Risk Assessment Form # 6** and **Risk Assessment Matrix** documents are placed on the person receiving service personal file located at the NSDRC Administration Office.
10. Information contained within the **Health and Safety Risk Assessment Form # 6** and the **Risk Assessment Matrix** is reviewed and updated at the time of the person receiving service annual PFP meeting or on an as need basis by the Team Leader and the Health and Safety Administrator.