

**DEADLY INSPIRING
YOUTH DOING GOOD**

**MY LIFE MY WAY NDIS
SUPPORT SERVICE**

E: whichway@diydg.org.au

P: 07 4047 8700

W: diydg.org.au

S: @diydgofficial

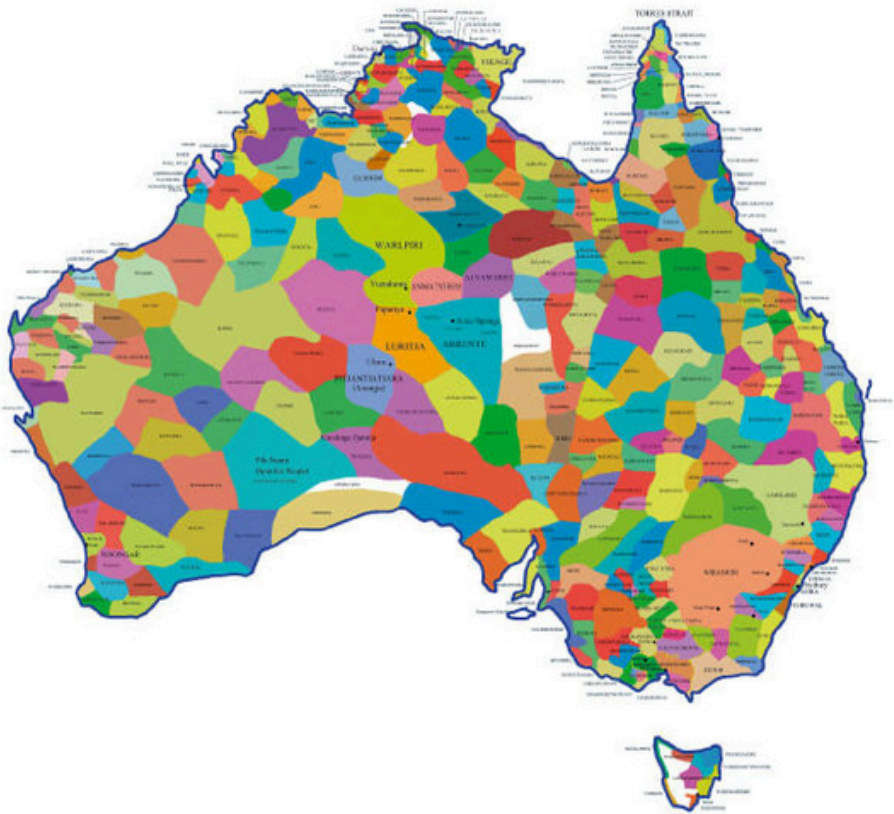


October 2024

**BE INSPIRED
BE EQUIPPED
BE EMPOWERED**

Our keepers of local knowledge

As we forge our way to a stronger future, we embrace the millennia of footsteps that came before us. We feel the presence of our ancestors and their guidance, as we navigate our continued responsibility to the lands, seas and skies in which we connect to. Their spirit will carry on in the generations to come as we inspire, equip and empower our people and our community.



Where Your Mob From?

Knowing who we are and where we come from, grounds our spirit and settles our minds. Find out where you come from and connect with your community.

whichway@diydg.org.au
www.diydg.org.au

Follow Us On:   @diydgofficial



DEADLY INSPIRING YOUTH DOING GOOD

YOUTH EMPOWERING YOUTH

ABOUT US

Deadly Inspiring Youth Doing Good (DIYDG) Aboriginal and Torres Strait Islander Corporation is a youth-led, non-profit organisation. We are empowered by young people, our families and our communities. Our practices are informed by our strong cultural values and beliefs.

DIYDG achieve our goals by INSPIRING, EQUIPPING and EMPOWERING the next generation to take action to change their world. DIYDG focuses on 3 streams of programs:

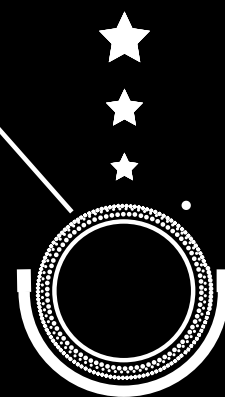
OUR VISION, OUR MISSION

Our Vision is that one day every young person will realise their power to make a difference.
Our Mission is to inspire, equip and empower young people to take action & change the world.

OUR VALUES



DEADLY INSPIRING YOUTH DOING GOOD



OUR ECO-SYSTEM

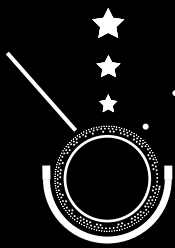


BE INSPIRED
BE EQUIPPED
BE EMPOWERED



DIYDG Eco System

As we forge our way to a stronger future, we embrace the millennia of footsteps that came before us. We feel the presence of our ancestors and their guidance, as we navigate our continued responsibility to the lands, seas and skies in which we connect to. Their spirit will carry on in the generations to come as we inspire, equip and empower our people and our community.



DEADLY INSPIRING YOUTH DOING GOOD



RIGHTS & RESPONSIBILITIES

At Deadly Inspiring Youth Doing Good (DIYDG), our commitment goes beyond providing care; we empower young people, their families, and the community by actively promoting awareness and understanding of their rights. Recognising the significance of the Charter of Rights for a Child in Care under the Child Protection Act 1999, DIYDG takes proactive measures to ensure that every individual involved in our programs are informed, engaged, and empowered.

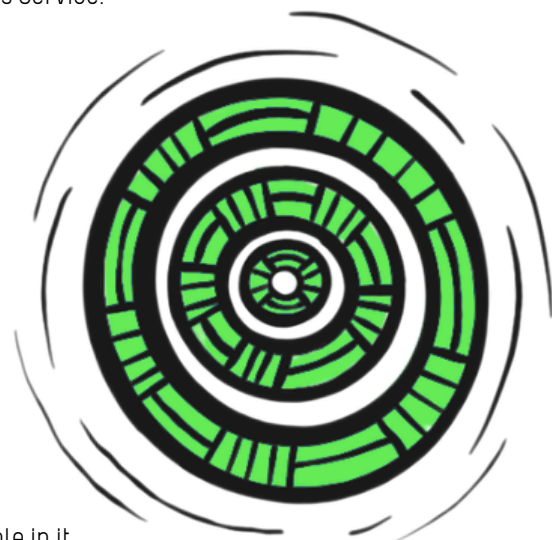
- You have the right to use our service if it matches your need and what we are funded to provide.
- You have the right to privacy and confidentiality, and we will explain to you what this means when you use our service.
- You have the right to be treated with respect.
- You have the right to feel safe - emotionally, physically, spiritually, and mentally.
- You have the right to have your cultural needs respected.
- You have the right to receive the same quality and level of service regardless of your ethnicity, ability, age, gender, religion, or sexuality.
- You have the right to expect our service to meet health and safety requirements.
- You have the right to expect that we will work in partnership with you to identify your needs and develop a plan with you and other agencies to meet your needs.
- You have the right to expect that we will provide you with a range of information so you can make informed decisions about your needs and goals.
- You have the right to expect that we will represent your needs and advocate on your behalf.
- You have the right to make decisions about things that affect your life and goals.
- You have the right to make a complaint and we will respond in a confidential, respectful, and timely way.
- You have the right to have a support person to help you to use our service and advocate on your behalf.
- You have the right to be valued, believed, and listened to.
- You have the right to expect that we will tell you about your rights and responsibilities when you receive a service from us.
- Child Protection Placement Services, Child Protection Support Services, and Families be provided with information about the Department of Child Safety, Youth and Women's Time in Care Information Access Service.

Our Responsibilities

- To provide you with a safe environment.
- To let you know what is expected of you while you are accessing the service.
- To take any complaints seriously.
- To ensure your rights are respected.
- To offer you support to achieve your goals.

Your Responsibilities

- To not act in any way that threatens the health and safety of the service or people in it.
- To take care of your own belongings.
- To be responsible for your own decisions and actions.
- To let us know about any complaints you have..





DEADLY INSPIRING YOUTH DOING GOOD



STATEMENT OF STANDARDS

Deadly Inspiring Youth Doing Good (DIYDG) is unwavering in its commitment to upholding the standards outlined in the relevant legislation, specifically, Qld Government Standards of care. The statement of standards, as outlined below, serves as a comprehensive framework guiding our provision of care. These standards not only offer a measure of the quality of care but also establish the foundation for assessing the acceptability of the care environment. At DIYDG, these standards are interpreted with meticulous consideration for the unique needs of each individual child.

Respect for Dignity and Rights:

- The child's dignity and rights will be respected at all times, reflecting DIYDG's commitment to cultural sensitivity and inclusivity.

Physical Care:

- Adequate provisions are made to meet the child's physical needs, including access to Men's Support Groups, NDIS Services, Education and Training, Leadership, and Peer Mentoring.

Emotional Well-being:

- DIYDG provides emotional care that fosters a sense of being cared for and valued, integrating culturally sensitive practices across all services.

Cultural and Ethnic Needs:

- The child's needs related to their culture and ethnic grouping are recognised and addressed, with DIYDG embedding Aboriginal and Torres Strait Islander ways of being and doing across its services.

Material Well-being:

- The child's material needs, encompassing schooling, physical and mental stimulation, recreation, and general living, are met through DIYDG's comprehensive range of services.

Educational and Developmental Opportunities:

- DIYDG ensures the child receives education, training, and employment opportunities relevant to their age and ability through a holistic approach across its services.

Positive Guidance:

- Positive guidance is provided when necessary, incorporating culturally sensitive practices drawn from DIYDG's Men's Support Groups, NDIS Services, Education and Training, Leadership, and Peer Mentoring.

Health and Therapeutic Services:

- The child receives dental, medical, and therapeutic services necessary to meet their needs, with these services seamlessly integrated into DIYDG's offerings.

Social and Recreational Activities:

- DIYDG provides opportunities for the child to participate in positive social and recreational activities appropriate to their developmental level and age through its diverse service portfolio.

Family and Personal Relationships:

- The child is encouraged to maintain family and other significant personal relationships, with DIYDG services supporting and facilitating these connections.

Disability Care:

- If the child has a disability, DIYDG ensures they receive care and assistance appropriate to their special needs, incorporating these considerations across its range of services.

Behavioural Management Techniques:

- Techniques for managing the child's behaviour exclude corporal punishment or any form of punishment likely to cause emotional harm, aligning with the values upheld in all services offered and auspiced by DIYDG

Compliance with Chief Executive's Directions:

- In instances where the chief executive has custody or guardianship of the child, DIYDG ensures that the child's carer acts in accordance with the chief executive's reasonable directions, maintaining consistency across all services provided.

BE INSPIRED
BE EQUIPPED
BE EMPOWERED



DEADLY INSPIRING YOUTH DOING GOOD



PRIVACY STATEMENT

At Deadly Inspiring Youth Doing Good (DIYDG), we respect your privacy and are committed to keeping your personal and sensitive information safe. Here's what you need to know:

Your Information is Protected:

- We collect only the personal information needed to provide you with the best possible support and services. This includes details such as your name, contact information, and any other data you share with us.

How We Use Your Information:

- Your information is used solely for the purpose of delivering quality services, managing our programmes, and ensuring your wellbeing. We follow the Privacy Act 1988 and Australian Privacy Principles to guide how we handle your data.

Your Consent Matters:

- We will always seek your consent before sharing your information with third parties, unless required by law. You have the right to change or withdraw your consent at any time.

Your Rights:

- Access: You can ask to see the personal information we hold about you and request corrections if needed.
- Confidentiality: We ensure that your information is stored securely and only shared with authorised personnel.
- Support: If you have any questions or concerns about your privacy, our team is here to help.

If You Have Concerns:

- We encourage you to speak with a member of our team if you have any questions about how your information is used or if you feel your privacy has not been maintained. Your rights and confidentiality are important to us.

Thank you for trusting DIYDG. We are dedicated to maintaining your privacy and ensuring you feel safe and respected at all times.

For more detailed information, please ask our staff for a copy of our full Privacy Policy.

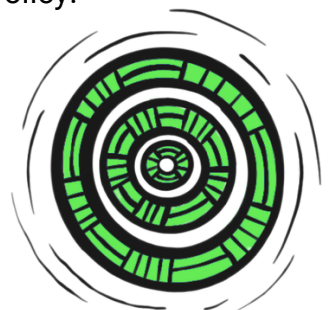
**BE INSPIRED
BE EQUIPPED
BE EMPOWERED**

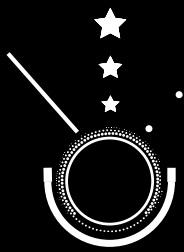
Contact QACI

Quality Assurance & Continuous Improvement

Phone: 40478700

Email: qaci@diydg.org.au





DEADLY INSPIRING YOUTH DOING GOOD



DIYDG'S COMMITMENT TO INDIGENOUS DATA SOVEREIGNTY

DIYDG acknowledges the fundamental right of Aboriginal and Torres Strait Islander peoples to govern data about their communities. We ensure that all data is collected, stored, accessed, and used in ways that align with Indigenous governance, self-determination, and cultural priorities.

OUR PRINCIPLES

- Ownership - Indigenous communities own and control their data.
- Control - Decision-making over data remains with Indigenous leadership.
- Access - Indigenous communities must have unrestricted access to their data.
- Application - Data use must align with cultural values and priorities.
- Accountability - Transparency and responsibility in data governance.

HOW DIYDG EMBEDS DATA SOVEREIGNTY

- Community-Driven Governance - Indigenous leadership oversees data processes.
- Ethical Data Collection - Respect for cultural knowledge systems.
- Data Security & Accessibility - Ensuring Indigenous control of stored data.
- Capacity Building - Supporting Indigenous-led research.
- Transparent Partnerships - Upholding Indigenous data rights.

LEGAL & ETHICAL FRAMEWORKS WE FOLLOW

- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
- AIATSIS Guidelines on Indigenous Data Sovereignty
- Australian Privacy Act & Australian Privacy Principles
- Ma'am nayri Wingara Indigenous Data Sovereignty Collective

By embedding these principles into our governance framework, DIYDG ensures that all data respects Indigenous rights and contributes to meaningful community outcomes.

**BE INSPIRED
BE EQUIPPED
BE EMPOWERED**





DEADLY INSPIRING YOUTH DOING GOOD



CONFLICT OF INTEREST ADVICE

DIYDG My Life My Way provides counselling, community access, and support coordination services based in Cairns, QLD. Using the DIYDG framework Inspire, Equip, Empower, we focus on empowering participants to achieve independence and make informed choices about their NDIS plans.

Our Services

We offer:

- Support Coordination
- Counselling Services
- Community Access Support

Our team ensures you understand your options and exercise choice and control when using your NDIS plan funding.

BE INSPIRED
BE EQUIPPED
BE EMPOWERED



What is a Conflict of Interest?

- A Conflict of Interest arises when an organization or individual has multiple interests, financial or otherwise, where prioritizing one interest could potentially disadvantage another.

Why does this apply to DIYDG?

- Since we provide both NDIS services and Support Coordination, there's a potential for financial benefit if participants choose DIYDG as their service provider. While this is allowed under NDIS guidelines, we are committed to managing this appropriately to uphold fairness and transparency.

How We Manage Conflicts of Interest

DIYDG takes the following steps to ensure your rights are prioritised:

- Provide unbiased, fair advice and always act in your best interests.
- Promote your right to choice and control, including offering options to engage services from DIYDG or other organizations.
- Facilitate open discussions about conflicts of interest and document, manage, and report any conflicts that arise.
- Maintain clear separation between Support Coordination and other NDIS services, with staff trained to uphold this distinction.
- Operate Support Coordination in separate locations, where possible, to further separate it from other service delivery.
- Ensure all participants are treated equally, without favouritism, in accessing NDIS services.
- Provide comprehensive information about our feedback and complaints process.
- Require all employees to sign DIYDG's Code of Conduct and Privacy and Confidentiality Agreement to ensure ethical practice.

Can I Choose DIYDG for Multiple Services?

Yes, you can choose DIYDG as your NDIS service provider, even if you are also receiving Support Coordination through us.

However, we will:

- Provide evidence that other service provider options have been presented to you.
- Respect your choice if you decide not to pursue referrals to other organizations, documenting that this decision was made with full choice and control.

At DIYDG, we are committed to delivering services with integrity, transparency, and accountability, ensuring the best outcomes for every participant.



DISPUTE RESOLUTION

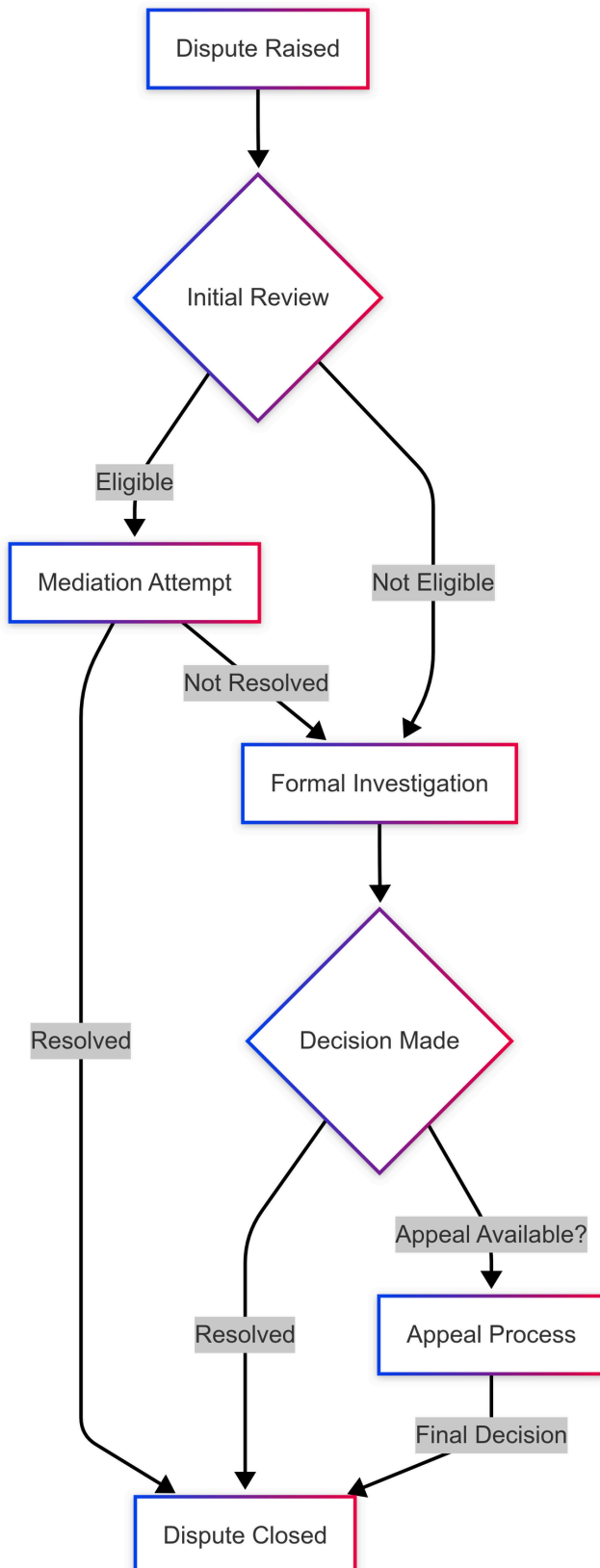


At DIYDG, we see our organisation as a thriving ecosystem where each individual, team, and program plays a vital role—just like the elements of nature. Just as a healthy environment depends on balance, cooperation, and sustainability, so too does our workplace. Conflict is natural, but how we nurture and restore our relationships defines our strength.

We take dispute resolution seriously because we aim to continuously improve our practices, responses, and protocols, ensuring a culturally safe and supportive space for everyone.



DISPUTE RESOLUTION FLOWCHART



- 1. Dispute Raised** – Like a sudden storm, conflicts arise. When a dispute is submitted, it enters the resolution process to prevent damage and restore balance.
- 2. Initial Review** – Just as Elders assess the land before making decisions, DIYDG reviews the dispute to ensure it meets the criteria for resolution.
- 3. Mediation Attempt** – Like gathering around the fire for a yarn, mediation is attempted to allow parties to communicate and resolve matters informally and respectfully.

Resolution Reached?

1. Yes – The dispute is resolved like the land healing after the rain.
2. No – If mediation is unsuccessful, the matter escalates for further investigation.

Formal Investigation – Like tracking footprints in the sand, a deeper investigation follows, gathering details and perspectives to understand the full picture.

Decision Made – A fair and informed decision is reached based on the findings, ensuring all parties are heard and cultural protocols are respected.

Appeal Available?

1. Yes – If an appeal is possible, the process continues to ensure fairness and transparency.
2. No – If no further appeal is possible, the resolution is final.

Final Resolution – Like the ecosystem finding balance, the dispute is closed, and we move forward stronger, ensuring lessons are learned and policies refined.

Why This Matters

- **Cultural Safety** – Ensuring disputes are handled with respect, fairness, and cultural integrity.
- **Continuous Improvement** – Learning from each case to refine our processes and strengthen our ecosystem.
- **Restorative Justice** – Encouraging dialogue, healing, and accountability, rather than punitive approaches.

At DIYDG, we see challenges not as obstacles, but as opportunities to grow. Together, we nurture our community, uphold our values, and strengthen our foundations—just like caring for Country.

For more information or to raise a dispute, contact the DIYDG Custodians of Leadership.



YOUR EMERGENCY PLAN



Procedure	Response
Evacuation Procedures	<ul style="list-style-type: none">- Prepare to evacuate.- Shut down computers and turn off gas and electrical equipment, if safe.- For fire: close doors (do not lock). For bomb threat: leave doors open.- Assist clients in danger.- Exit via the nearest safe route.- Follow emergency services' directions.- Move calmly to the assembly point and wait for the "All Clear."- Follow instructions from emergency services and campus wardens.- Wait for permission to re-enter the building.
Fire	<ul style="list-style-type: none">- Call Triple Zero (000) and notify the supervisor.- Assist anyone in immediate danger (only if safe).- Close doors to contain the fire (if safe).- Attack the fire only if safe.- Contact the nearest warden and follow directions.- Assist in evacuating mobility-impaired occupants.- Move to the evacuation location and stay until the "All Clear."- Follow instructions of emergency services and campus wardens.
Medical Emergency	<ul style="list-style-type: none">- Assess the situation.- Do not move the client unless life-threatening.- Contact ambulance (Triple Zero) and notify supervisor.- Arrange to meet the ambulance.- Stay with the client and administer first aid.- Follow emergency services' instructions.
Civil Disturbance	<ul style="list-style-type: none">- Avoid the disturbance and do not provoke irrational behavior.- Consider "locking down" the building to prevent unauthorized entry.- Follow emergency services' and campus wardens' instructions.- Evacuate only if instructed by emergency services.
Extreme Weather	<ul style="list-style-type: none">- Keep the client informed of the situation.- Turn off electrical appliances for safety.- Follow instructions of emergency services.- Evacuate only if instructed.- Stay in contact with the supervisor and follow their directions.
Personal Preparation	<ul style="list-style-type: none">- Know the location of emergency exits.- Plan an escape route.- Familiarize yourself with break glass fire alarms and fire extinguishers.- Know the location of first aid kits.
First Aid Kit	<ul style="list-style-type: none">- The first aid kit is located in the following areas: [Details of locations need to be provided].



EMERGENCY SUPPORT PLAN

In the event of an emergency, the safety and well-being of participants are our top priorities. This Emergency Support Plan outlines the procedures to ensure timely assistance, clear communication, and the safe evacuation or care of participants during emergencies.

Key objectives include:

- **Prompt Response:** Ensuring participants receive immediate attention and support tailored to their needs.
- **Effective Communication:** Providing clear instructions and updates during emergencies to all involved.
- **Safety Procedures:** Following established protocols for evacuation, medical assistance, or shelter-in-place scenarios.
- **Participant Needs:** Offering personalized support, particularly for those with mobility or medical challenges, ensuring access to necessary resources and assistance.

Participants are encouraged to familiarise themselves with emergency exits, assembly points, and the locations of first aid kits. Our staff are trained to handle emergencies and will work closely with participants and emergency services to ensure everyone's safety. Together, we will strive to create a secure environment where participants feel supported during any emergency situation.

Assembly Point

In the event of a fire

In the event of a Flood

In the event of a
chemical spill

Other Disaster

Emergency Contacts

Contact 1 Name

Contact Number

Contact 2 Name

Contact Number

Client Support Needs

Physical Needs

Emotional Needs

Communication Needs

Other Needs





DEADLY INSPIRING YOUTH DOING GOOD



EASY READ – RISK ASSESSMENT



YOUR SAFETY IS ESSENTIAL TO YOUR SUPPORT



ASSESSING RISKS TO YOU WILL OCCUR REGULARLY. YOUR RISK ASSESSMENT STARTS AT YOUR INITIAL INTAKE, THEN AT LEAST ANNUALLY.



WHEN YOUR SITUATION CHANGES, WE WILL UNDERTAKE ANOTHER RISK ASSESSMENT.



A RISK IS WHEN IT IS PROBABLE THAT A SPECIFIC EVENT OR ACTIVITY MAY LEAD TO YOU OR SOMEONE ELSE BEING HURT.



WE ASSESS RISKS BY ASKING:

- WHAT COULD GO WRONG?
- HOW OFTEN?
- HOW BAD?
- IS THERE ACTION NEEDED?



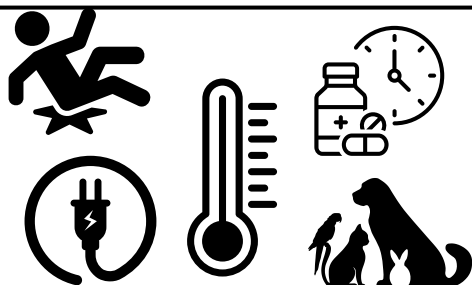
A STRATEGY WILL BE WRITTEN FOR ANY RISK AND RECORDED IN YOUR SUPPORT PLAN.



WE WILL DISCUSS YOUR RISKS AND THEIR STRATEGIES WITH YOU.



IF WE THINK AN ACTIVITY HAS HIGH REAL OR POTENTIAL RISK. WE WILL TALK TO YOU ABOUT THE RISKS. YOU CAN AGREE TO UNDERTAKE THIS ACTIVITY (INFORMED-CONSENT)

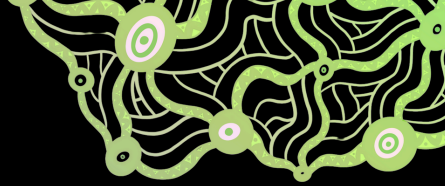


YOUR ENVIRONMENT IS CHECKED FOR:

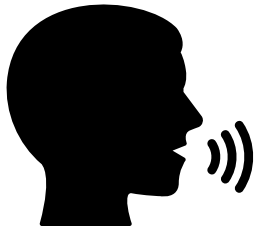
- TRIPS AND FALLS
- ELECTRICAL ISSUES – CORDS
- HOT WATER TEMPERATURE
- MEDICATION STORAGE
- PETS
- PHYSICAL ENVIRONMENT – STAIRS ETC



DEADLY INSPIRING YOUTH DOING GOOD



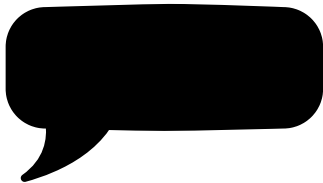
EASY READ – COMMUNICATING WITH YOU



YOUR VOICE IS ESSENTIAL



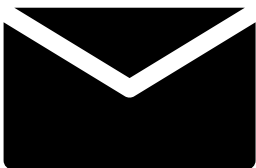
**PLEASE SPEAK TO US AND TELL
US WHAT YOU WANT**



**TELL US HOW BEST TO CONNECT
WITH YOU**



**LET US KNOW IF YOU NEED AN
INTERPRETER - AUSLAN
LANGUAGE**



**DO YOU WANT US TO SEND AN
EMAIL?**



IS PHONEING YOU BEST



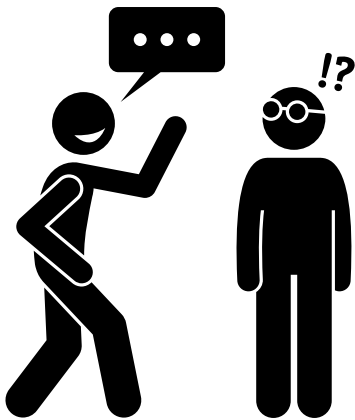
**WE WILL RECORD WHAT YOU TELL
US AND LET OUR STAFF KNOW
WHAT YOU WANT**



**DEADLY INSPIRING
YOUTH DOING GOOD**



EASY READ – COMMUNICATING WITH YOU



**TELL US IF YOU ARE INTERESTED IN
GIVING OUR MANAGEMENT TEAM
REGULAR FEEDBACK TO IMPROVE
OUR SERVICES**



OUR CONTACT INFORMATION

OFFICE: 4047 8700

EMAIL: mylife.myway@diydg.org.au

MANAGER: 0432186950

**Information and Feedback can be
found on the website**

<https://diydg.org.au/my-life-my-way>



**REMEMBER YOUR INPUT AND VOICE
IS ESSENTIAL TO US PROVIDING
OUR SERVICES**



DEADLY INSPIRING YOUTH DOING GOOD

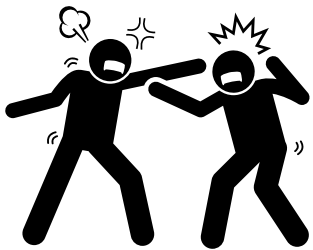


EASY READ – WITHDRAWAL OF SERVICES

WE CAN WITHDRAW YOUR SUPPORTS FOR THE FOLLOWING REASONS



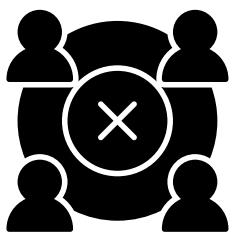
**YOU DO NOT DO WHAT IT STATES
IN THE SERVICE AGREEMENT**



**YOUR BEHAVIOUR MAY HURT
OTHER PEOPLE (LIKE OUR STAFF
OR OTHER PARTICIPANTS)**



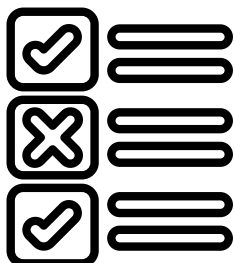
**YOU DO NOT PAY US THE AGREED
AMOUNT OF MONEY FOR YOUR
SUPPORTS**



**YOU DO NOT TELL US HOW YOUR
NEEDS HAVE CHANGED WHICH
MIGHT AFFECT THE SUPPORTS WE
PROVIDE**



**YOU DO NOT CHANGE YOUR
ENVIRONMENT TO MAKE IT SAFE FOR
OUR STAFF TO WORK IN (WORKPLACE
HEALTH AND SAFETY)**



**YOU DONT COMPLY WITH OUR
POLICIES**



EASY READ – WITHDRAWAL OF SERVICES

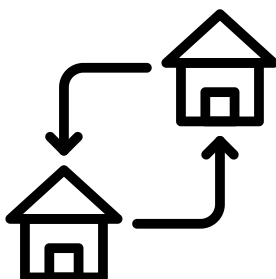
**YOU CAN ASK TO WITHDRAW THE SUPPORTS WE PROVIDE YOU
FOR THE FOLLOWING REASONS**



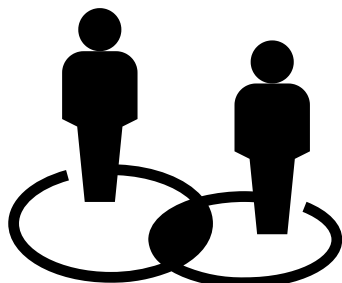
**WE DO NOT DO WHAT IT STATES
IN THE SERVICE AGREEMENT**



**YOU ARE UNHAPPY WITH THE
QUALITY OF THE SERVICE WE
PROVIDE (SEE COMPLAINTS)**



**YOU ARE MOVING TO A NEW
COMMUNITY**



**YOUR NEEDS CHANGE AND YOU
NO LONGER NEED THE
SUPPORTS WE PROVIDE**



**YOUR NEEDS CHANGE AND YOU
NEED **MORE** SUPPORTS WHICH
WE CANNOT PROVIDE**



EASY READ – WITHDRAWAL OF SERVICES

WITHDRAWAL FROM SUPPORTS PROCESS



ONE OF US MUST GIVE THE OTHER 14
DAYS NOTICE BEFORE WITHDRAWAL



WE WILL INFORM THE NDIS OF YOUR
WITHDRAWAL FROM OUR SERVICE



IF YOU WANT, WE WILL HELP YOU TO
LOOK FOR ANOTHER PROVIDER



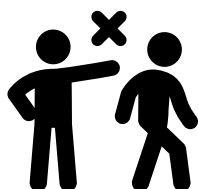
WE WILL NEVER LEAVE YOU WITHOUT
SUPPORT DURING THE WITHDRAWAL
PROCESS



WE WILL INFORM YOU OF ANY RISKS
RELATED TO MOVING SERVICES



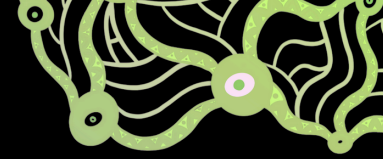
WE WILL TALK TO OTHER PROVIDERS TO
HELP YOU MOVE TO A DIFFERENT
SERVICE (WITH YOUR CONSENT)



WE WILL NOT WITHDRAW OR DENY YOU
SUPPORT BASED SOLELY ON YOUR
DIGNITY OR RISK CHOICE

INCIDENT MANAGEMENT

Response Process



This process ensures the safety, well-being, and dignity of participants while maintaining compliance with DIYDG's standards and regulatory obligations.



1. Identify, Prevent, and Mitigate Risks

- Staff must take all reasonable steps to identify, prevent, and mitigate harm to participants.
- If risks of harm are identified, staff must immediately report them to their supervisor or manager.
- If unsure how to identify, reduce, or prevent risks, staff should seek guidance from their supervisor or manager.



2. Immediate Response When an Incident Occurs

- Ensure the immediate safety of all participants and staff.
- If urgent medical care is required or there is a serious and immediate risk of harm, call emergency services ('000').
- Notify your manager or supervisor as soon as possible.
- Follow the DIYDG incident management procedures to secure safety and manage the situation.



3. Responding to a Disclosure

- If a participant discloses an incident, staff must:
 - Record and report the information in accordance with incident management procedures, informing their manager or supervisor promptly.
 - Reassure and support the participant by staying calm and explaining the next steps.
 - Listen attentively and document the disclosure using the participant's exact words. If clarification is needed, ask open-ended questions and avoid leading questions.
 - Inform the participant that you are required to report the incident.



4. Protecting Evidence

- If gathering initial information about a reportable incident, staff must protect any evidence, such as:
 - Avoid disturbing evidence that may be needed for investigations.
 - In cases of alleged sexual assault, try to delay bathing or showering of the impacted participant until police arrive.
 - Keep any relevant clothing or bedlinen safe and do not wash them.



5. Record and Report Incidents

- All incidents must be recorded and reported within 48 hours using DIYDG's incident management procedures.
- Documentation should include detailed accounts of what was seen and heard, including witness information.
- Incident records must be maintained in a Microsoft-secured database to ensure data integrity and confidentiality.
- Staff must ensure all necessary actions to mitigate future risks are completed within the 48-hour time frame.



6. Reporting to Police

- Any allegation of a criminal offence involving a participant must be reported to the police promptly.
- Inform the police that the participant is a vulnerable person and identify any communication or support needs.
- Continue to support the participant throughout interactions with law enforcement, ensuring their preferences and wishes are conveyed.





Yeeliwagu
Balyarinyi

Our Future Our Way

