



THE DISABILITY
TRUST

Meeting

Meeting Name:	Sport & Recreation Services –OOSH/VAC Shoalhaven Staff Meeting
Date:	Wednesday 27 July 2012
Time:	10am
Venue:	Bomaderry

1.0 PRESENT: T.Hardy, J.Fuz, S.Murray, M.Reminis, J.Donald, S.Booth, R.Kiddle

2.0 APOLOGIES: J-L. Kember, K. Hodges

3.0 BUSINESS ARISING

- 3.1 NQF Update:** Ryan reported that although applications for registration had been completed and sent back, he was informed that they were not received, possibly due to the fact that disability services will be exempt, and so ours was not counted in the new registrations. He is still awaiting the letter regarding exemption, and although we won't be assessed, we still need to conform to the standards for QA.
- 3.2 Risk profiles:** Most client risk profiles are now completed, a couple to come – Susan will explain to parents/ carers over phone. and documents to sign will be in folder. Could staff please ensure that parent/carers sign off at drop offs, thanks.
- 3.3 Bus log book** Kms need to be logged at the conclusion of each trip. The kms are sometimes not being logged, Susan made a small sign to put in bus as a reminder for other programs when they use it. Any staff member driving during Vac please ensure this is done.
- 3.4 I Pods etc on bus.** Use of I Pods/phones at discretion of staff, depending on how it affects other clients, safety for driver, etc. In letter of program confirmation sent to parents it was noted that I Pods etc are discouraged, & TDT takes no responsibility for loss or damage. However, new client [REDACTED] needs PS3 to keep occupied on bus, & understands a staff member will mind it, or it goes in his bag out of the bus.
- 3.5 Wish List** – new equipment/ yellow box Milton: thanks to left over funding for VAc, Programs have received most of the equipment on their 'wish list' and some more. DVD's & CD's still to be copied, Milton's laptop to come back to have games etc installed. Nowra OOSH enjoying their new computer & board games. As SAS did not respond to emails re purchase of the trampoline for school use, it was not purchased. Ryan however is still buying a yellow box to put at SAS at some stage.



4.0 STANDING ITEMS

Feedback from last Vac Care : most suggestions for activities we are doing/have done/will do. But thanks -- keep them coming. Clients: All good

Staff: Re: staff training – some completed, some currently being undertaken, & will be addressed for others during PD interviews. Re: more information on behaviours, etc in folders for clients – information on behaviours, eating, toileting, etc is sought during intake interview, and most of the time is purely information provided by the parent. Where the client has an ADHC Case worker, we have managed to obtain the whole care plan (eg [REDACTED]). Generally schools have not been forthcoming. Suggestion that during the program that staff document any behaviours observed /issues arising (not requiring an Incident Report) on the 'Diary Note' in folder, so that appropriate procedures can be developed and documented for each client. Was a great help having a staff member who worked with the client at school – however we need notes.

- 4.1 OOSH - Premises: staff are reminded that areas outside of the small room, kitchen, etc are not approved for use for OOSH/ Vac Care. Please discourage clients from going upstairs, running up the back of the stage, and in particular going into the big hall. There is now a different property manager, and older church goers are not so understanding. We were informed that there have been several break ins with a credit card through the glass doors facing the outside play area, so the new large TV has not gone into the room as yet. Susan spoke to [REDACTED], in the office, who suggested we may be able to use the lockable cupboard, and he will ask at the next meeting if we can have a key. He will also investigate the possibility of having a horizontal lock-bolt installed on the doors.

Clients : [REDACTED] re-enrolled in OOSH. Staff are advised to re-direct the conversation when he begins talking about his 'problems' with mother, other clients, etc. as once people listen, he believes they are agreeing with him. [REDACTED] has been attending OOSH, and no problems, however he was not attending school, and on some days turning up at school just before pick up for OOSH. He now understands he must attend/ be marked on the roll call school to attend OOSH. No response re Vac by mail, however [REDACTED] and his carer attended the office the last Tuesday of term (during school hours) to ask if he could attend. He was told he would go on the waitlist & be contacted when space available. Instructions regarding security, duty of care etc in his file & program folder. All staff please read. Some incidents with [REDACTED] – becoming agitated & behaviour escalating last couple of weeks. Staff be aware of : talking in 'teachers voice' – ask him what he wants, don't tell him; give him space – if he is unsettled move back, let him go.

- 4.2 July Vacation Care- Folders Staff are reminded to read the program folders, especially program information / arrangements and new or updated information on clients. Nowra 2 new clients from St Georges Basin, referred by Intensive Support Services, who are finalizing their contact with the family. [REDACTED]. [REDACTED] has some behavioural issues, mainly to do with school & he is only attending an hour or so each day. Support workers reported his behaviour has improved, & mum advised stubborn behaviour would escalate when people use 'the teacher voice' as at school. [REDACTED] has been approved to use his PS3 on the bus for long trips, & will give to staff/ put in his bag at the program. Full details on both children – please see folder. ISS will also send through copies of assessments on both children. Milton 1 new client– [REDACTED], goes to Budawang. See folder for full details.

Due to 'sustainable funding' for Milton, we now have use of the bus for all of Vac Care Program arrangements – Susan went through programs, rosters.



4.3 Policy Review - E-06 Behaviour Support

As this was covered in a previous meeting, relating to specific Behaviour Support Plans, key points of the policy were discussed. Staff need to be familiar with client Behaviour Support Plans, identified triggers etc (in program folders). Restrictive Practices discussed, related to Milton client. 'Vegemite Tree Story' read & discussed – ie look past the disability, past the behaviour, to find client's needs behind behaviour. Even while short term strategies may seem to work, looking further than the behaviour, addressing the needs is the key to developing long term successful strategies.

4.4 WHS – hinge on yellow box fixed

5.0 NEW BUSINESS

5.1 Equipment Register: An equipment register is now kept at the office, and any extra equipment taken for programs needs to be noted and signed out. A stock take of all equipment at all programs is also being undertaken.

5.2 Timesheets: Also an error a few weeks back where no-one was paid on a Monday, & when staff phoned payroll, told 'we were a week ahead of ourselves, thought it was the public holiday, so no-one was paid on the Monday.' (it went through by the following Sat). Casual staff also experiencing some difficulties in timesheets getting through to the right dept, esp those working for both Care Solutions & Sport & Rec. Ryan explained there had been some changes at Reception in the way emails for timesheets were received and forwarded. Staff to fax a separately to Sport & Rec, or Care Solutions *not* just to payroll. Ryan said there would soon be a change to the current system of faxing timesheets.

5.3 Active supervision / duty of care at programs: Ryan explained the meaning of 'Active' supervision – ie staff are involved while clients are undertaking activities, rather than sit and watch. Staff also need to be aware of where all clients are (ie kitchen, main room, toilet/hallway, outside area), and ensure that at least 1 staff member is supervising wherever clients are in the centre. TDT have Duty of Care to ensure adequate supervision, and this is also reflected in QA requirements. Note: clients to be supervised from hallway only when they are going to the toilet – ie 1 staff member at toilet door, other at door leading to hallway.

5.4 Parent complaint: After School Care received a complaint from a parent against a staff member regarding an alleged incident which was investigated by the Police. After this investigation was finished, The Trust conducted it's own investigation into the matter.

Staff are to be aware that the complaint was made by the CIE family. If any staff are approached by the family they are not to answer any questions relating to any complaints and to direct the family to speak with Ryan regarding any matters

5.4 Staff Personal Development Appraisals – Casual staff present completed their Personal Development Appraisals individually, Ryan will contact others shortly to arrange for completion of individual PDA's.

6.0 Next Meeting end September 2012.