

## Ingersoll Support Services Inc.

### Policy: Safety and Security of Persons Supported

**Policy # QAM 24a**

Section: Quality Assurance

Approved by the Board of Directors: *Sept. 22 2011*

Procedure Revision:

Ministry requirement –

Review Date: September 26 2017

**QAM II.12.1-2**

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*The mission of Ingersoll Support Services, to support and empower individuals to become valued members of their community, inherently includes ensuring the safety and security of all persons supported.*

#### **Procedure:**

1. The agency determines, together with the person supported, the amount and kind of support and level of supervision required, to address the safety, security and well-being of persons supported. This is articulated in the Support Plan and Support Agreement. The nature of support is detailed at Orientation, in training, and is open to discussion and review in all staff meetings.
2. The Support Agreement or Support Plan shall make provisory statements to include occasions and exceptions where support or supervision is not at the level specified and agreed upon because it is either provided by another source other than ISSI or refused.
3. Staff schedules and time sheets demonstrate continuity in the level of support provided to the person as stated in their Support Agreement.
4. Circumstantial changes in the level of support or supervision, for example, due to illness, will be detailed in the Person's Log Notes, in Staff Communication notes, and reflected in Staff Scheduling.