



ARP Bulletin 15



Our rules about restrictive practices

What you need to know about our policy:

**Authorisation of Restrictive Practices
in Funded Disability Services Policy**

Easy Read bulletin

Issue 15: June 2025



Acknowledgement of Country



Aboriginal and Torres Strait Islander peoples are the first peoples of Australia.



They have always looked after Country.

Country means the land, water, sky and everything within them.



We respect the important connection that Aboriginal and Torres Strait Islander peoples have with Country.



And we respect their Elders from the past and now.

How to use this bulletin



We are the Government of Western Australia
Department of Communities (the Department).

We wrote this **bulletin**.



A bulletin is important news we share with
the community.

We wrote some words in **bold**.

Bold
Not bold

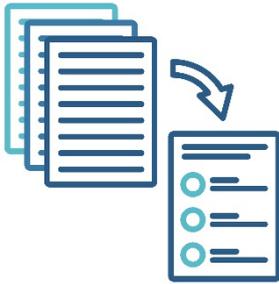
We explain what these words mean.

There is also a list of these words in the
Word list section.



You can ask someone you trust for support to:

- read this bulletin
- find more information.



This is an Easy Read summary of another bulletin.

It only includes the most important ideas.

You can find our other bulletins on our website.



www.wa.gov.au/government/document-collections/authorisation-of-restrictive-practices-resources

What's in this bulletin?

About our bulletins	6
Environmental restraints in places people share	12
What Quality Assurance Panels must check	16
A tool to help meet a person's needs	18
Supports for families	28
Supports for providers	29
Tell us what you think	30
Training and information sessions	32
Word list	42

About our bulletins



We include this section in all our bulletins.

If you've already read this information, you can skip to the next section.

The next section is called **Environmental restraints in places people share**.



We want to make sure people in WA are safe.



So we need rules about how **providers** can use some types of supports.



A provider supports people with disability by delivering a service.

Sometimes providers use **restrictive practices** to keep:



- a person with disability safe



- other people safe.



Restrictive practices are actions that stop people from:

- moving
- doing what they want.



We wrote a **policy** so everyone knows what rules we have about restrictive practices.

A policy is a government plan for how to do things.



We call it the *Authorisation of Restrictive Practices in Funded Disability Services Policy*.

We wrote our bulletins to share information about:



- our policy



- research about **positive behaviour support**.

Positive behaviour support is about supporting a person with disability to live a good life.

About positive behaviour support

Positive behaviour support is about working together to:



- understand someone's behaviour
- meet their needs
- provide the right support to them.



This includes:

- asking questions
- being open to their experiences.



Providers can use positive behaviour support to help them:

- use less restrictive practices
- stop using restrictive practices.



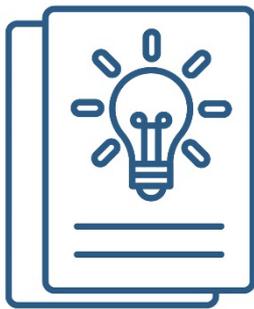
Positive behaviour support is about helping:

- people who need supports
- and
- the people around them.



Positive behaviour support works best when everyone:

- listens to what a person with disability wants and needs
- works together.



In each bulletin we look at a different idea about positive behaviour support.

Our other bulletins



You can find our other bulletins on our website.

www.wa.gov.au/government/document-collections/authorisation-of-restrictive-practices-resources



You can also sign up to our bulletin.

We can email you every time we write a new bulletin.



You can sign up by filling out a form online.

www.confirmsubscription.com/h/d/A869AA30BCDE3CFD



Or you can visit our website.

www.wa.gov.au/organisation/department-of-communities/authorisation-of-restrictive-practices



Please share this form with your friends and family, so they can sign up too.

Environmental restraints in places people share



In this bulletin, we talk about managing

Environmental restraints are actions that stop people from:



- using certain things



- going into certain areas



- taking part in activities.



Providers sometimes use environmental restraints



But they can also affect other people who:

- use the same spaces
- don't need them.



Providers need plans to make sure environmental restraints affect other people as little as possible.



Providers need to create a plan for each person that the environmental restraint will affect.

The plan should explain:



- how the environmental restraint will affect that person



- what supports the provider will use to make sure it affects them as little as possible.



For example, the provider might need to lock a fridge to keep someone safe.

If other people need to use the fridge, the provider could:



- give them a key to unlock the fridge



- make sure there is a support worker to unlock the fridge for them.



Providers should make this plan with:

- the person that the plan is for
- other important people in the person's life.



The provider needs to make sure the plan includes supports that the person has chosen.



Providers need to keep a copy of these plans where support workers can use them.



They should also keep checking that each plan works for the person it is for.

This includes checking with the person.

What Quality Assurance Panels must check



In this bulletin, we look at what **Quality Assurance Panels** must check.

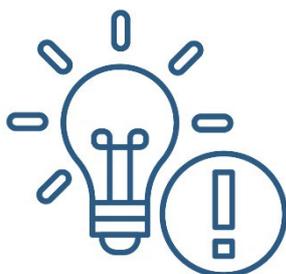


A Quality Assurance Panel is a group of people who check **behaviour support plans**.

They decide if the restrictive practice can happen.



A behaviour support plan is a document that explains what support a person needs.



There are 5 **principles** in our policy.

Principles are important ideas we should always think about.



Quality Assurance Panels use the principles to:

- check each restrictive practice
- decide if restrictive practices can happen.



This will make sure behaviour support plans:

- keep people safe
- protect people's **rights**.



Rights are rules about how people must treat you:

- fairly
- equally.



Behaviour support practitioners work with a person to create the person's behaviour support plan.

This plan might include restrictive practices.

A tool to help meet a person's needs

In bulletin 14, we looked at a tool that can help people think about:



- important needs that everyone has



- if supports are meeting a person's needs.



This tool is called 'Understanding Me'.



In this bulletin, we look closely at 2 parts of this tool.

1. Understanding a person's needs



Everyone has needs.



For example, the need to feel:

- connected to other people
- good about yourself.



People can live good lives when their needs are met.



You need to get to know someone well to understand their needs.



This includes working closely with the people who know them best.

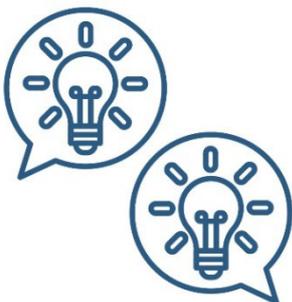
You can get to know someone by:



- asking questions



- listening to what they have to say



- talking together about different ideas



- being open to their ideas and experiences.



This will help you understand what supports someone:

- wants
- needs.



You can also think about parts of someone's life to understand their needs.

For example, their health.



A person's behaviour can show if their environment isn't supporting what they need.



You can think about:

- what someone's needs are
- if their needs are being met.



For example, you can think about what the person needs so they can understand how to do something.

You can also think about the person's **senses**.



Your senses include your:

- touch
- hearing
- sight.



For example, you can think about if the environment is too loud for the person.



You can also think about if the person needs more choice and control.



You can think about how the person connects with other people.



Thinking about these things can help to understand a person's needs.

2. Providing supports to meet a person's needs

You can use the 'Understanding Me' tool to:



- explore how to support someone



- write down what supports they might need.



When you understand someone's needs you can give them the right supports.

You can think about:



- what the person communicates to you about supports that are important to them



- who will provide the supports.

You can also think about what supports:



- work well



- don't work well.



Understanding what someone needs can help you plan the right supports for them.



When you provide supports that meets someone's needs you can support them to live a good life.



This means they won't need to use behaviour to show something is wrong.

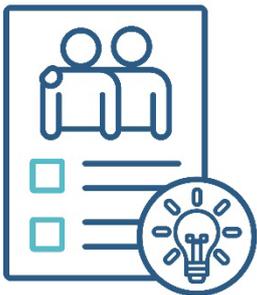


This also means providers might not use restrictive practices.



You can visit our website to learn more about the 'Understanding Me' tool.

www.wa.gov.au/government/document-collections/authorisation-of-restrictive-practices-resources#providers-and-behaviour-support-practitioners



In our next bulletin, we'll look at the other 2 parts of the 'Understanding Me' tool.

This includes understanding the needs of someone's:

- support workers
- provider.

Supports for families

Information about the policy



We have fact sheets you can read to learn about:

- our policy
- restrictive practices.



You can visit the individuals and families section on our website.

www.wa.gov.au/government/document-collections/authorisation-of-restrictive-practices-resources

Supports for providers



Development Disability WA (DDWA) can help providers find an **external behaviour support practitioner** for a Quality Assurance Panel.



External behaviour support practitioners are people that:

- need to be on all Quality Assurance Panels
- help decide if a restrictive practice can happen.



Providers can email DDWA.

ddwa@ddwa.org.au



The Western Australian Government pays external behaviour support practitioners from DDWA to be on Quality Assurance Panels.

Tell us what you think



We want to know what you:

- think about our bulletins
- want to learn about.



You can send us an email.

arp@communities.wa.gov.au

We might include your question or topic in our next bulletin.



The **NDIS Quality and Safeguards Commission (NDIS Commission)** makes sure people with disability who take part in the NDIS:

- are safe
- get good services.



You can contact the NDIS Commission if you have any questions about:

- restrictive practices
- how people support you.



You can send the NDIS Commission an email.

behavioursupport@ndiscommission.gov.au

Training and information sessions



We hold free information sessions for:

- providers
- families and carers
- practitioners.



You can ask questions during the sessions.



All the sessions are online.

We use Microsoft Teams.



You can send us an email if you have a question about these sessions.

**BehaviourSupportConsultancy@
Communities.wa.gov.au**

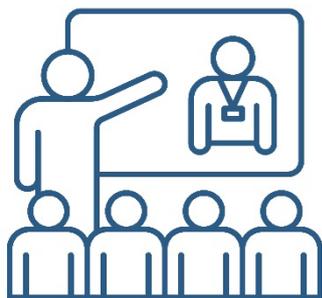


You can find future sessions in our most recent bulletin.

You can find our bulletins on our website.

www.wa.gov.au/government/document-collections/authorisation-of-restrictive-practices-resources

Training sessions for providers and behaviour support practitioners



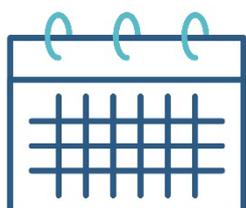
There will be 4 information sessions for:

- providers
- behaviour support practitioners.



One of the information sessions is about:

- our policy
- restrictive practices.



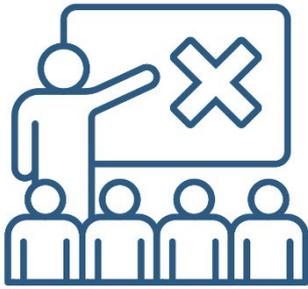
This information session will be:

- on Tuesday 9 September 2025
- from 1:30 pm to 3 pm.

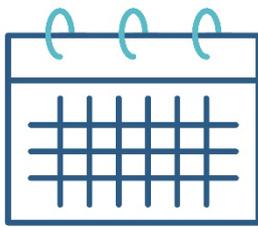
You can sign up for this session on the Eventbrite website.



www.eventbrite.com.au/e/authorisation-of-restrictive-practices-arp-policy-overview-session-tickets-531745032707



One of the information sessions is about practices that are not part of our policy.



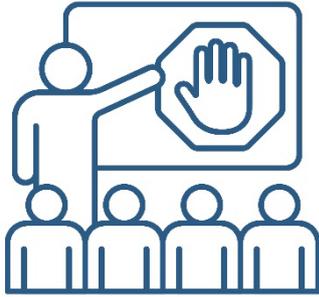
This information session will be:

- on Monday 22 September 2025
- from 1:30 pm to 3 pm.



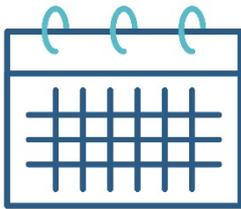
You can sign up for this session on the Eventbrite website.

www.eventbrite.com.au/e/arp-policy-deep-dive-out-of-scope-practices-tickets-682050831397



One of the information sessions is about how to:

- use less restrictive practices
- stop using restrictive practices.



This information session will be:

- on Tuesday 29 July 2025
- from 1:30 pm to 3 pm.

You can sign up for this session on the Eventbrite website.



www.eventbrite.com.au/e/arp-policy-deep-dive-reduction-and-elimination-of-restrictive-practices-tickets-919198386117?aff=oddtcreator

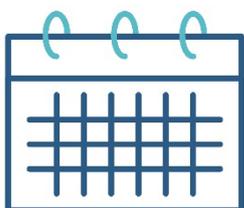


One of the information sessions is about:

- our policy
- **supported decision-making.**



Supported decision-making is when someone helps you make important decisions about your life and how you live.



This information session will be:

- on Monday 18 August 2025
- from 1:30 pm to 3 pm.

You can sign up for this session on the Eventbrite website.



www.eventbrite.com.au/e/authorisation-of-restrictive-practices-policy-supported-decision-making-tickets-721881786857

Information sessions for senior managers, practitioners and delegate

There will be one information session for:



- senior managers
- practitioners
- **delegates.**

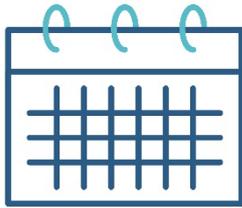


A delegate is a person who:

- is part of the provider's organisation
- speaks for the provider's organisation.



This information session is about Quality Assurance Panels.



This information session will be:

- on Wednesday 23 July 2025
- from 10:30 am to 1:30 pm.



You can sign up for this session on the Eventbrite website.

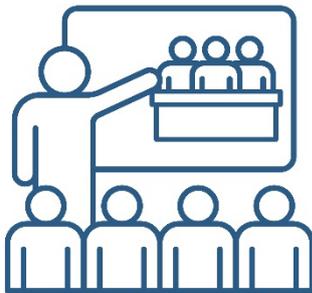
www.eventbrite.com.au/e/quality-assurance-panels-introductory-session-tickets-682040550647

Quality Assurance Panels practice group sessions

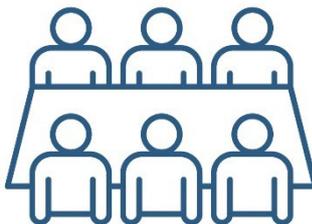
There will be one practice group for:



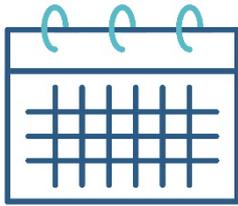
- senior managers
- practitioners
- delegates.



You need to go to an information session about Quality Assurance Panels before you can take part in a practice group session.



This practice group uses the example called 'Marcus'.



This practice group session will be:

- on Wednesday 6 August 2025
- from 10:30 am to 12:30 pm.



You can sign up for this practice group on the Eventbrite website.

www.eventbrite.com.au/e/arp-quality-assurance-panels-practice-session-scenario-marcus-tickets-1432397632879?aff=erelexpmlt

Word list

This list explains what the **bold** words in this document mean.



Behaviour support plan

A behaviour support plan is a document that explains what support a person needs.



Behaviour support practitioner

Behaviour support practitioners work with a person to create a behaviour support plan.

The behaviour support plan might include restrictive practices.

They follow the rules in our policy about restrictive practices.



Bulletin

A bulletin is important news we share with the community.

Delegate



A delegate is a person who:

- is part of the provider's organisation
- speaks for the provider's organisation.

Environmental restraint



Environmental restraints are actions that stop people from:

- using certain things
- going into certain areas
- taking part in activities.

External behaviour support practitioner



External behaviour support practitioners are people that:

- need to be on all Quality Assurance Panels
- help decide if a restrictive practice can happen.

NDIS Quality and Safeguards Commission (NDIS Commission)



The NDIS Commission makes sure people with disability who take part in the NDIS:

- are safe
- get good services.



Policy

A policy is a government plan for how to do things.



Positive behaviour support

Positive behaviour support is about supporting a person with disability to live a good life.



Principles

Principles are important ideas we should always think about.



Providers

Providers support people with disability by delivering a service.



Quality Assurance Panel

A Quality Assurance Panel is a group of people who check behaviour support plans.

They decide if the restrictive practice can happen.

They follow the rules in our policy about restrictive practices.



Restrictive practices

Restrictive practices are actions that stop people from:

- moving
- doing what they want.



Rights

Rights are rules about how people must treat you:

- fairly
- equally.



Senses

Your senses include your:

- touch
- hearing
- sight.



Supported decision-making

Supported decision-making is when someone helps you make important decisions about your life and how you live.



The Information Access Group created this Easy Read bulletin using stock photography and custom images. The images may not be reused without permission. For any enquiries about the images, please visit www.informationaccessgroup.com.

Quote job number 6330.