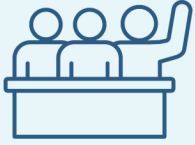




ARP Bulletin 20



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 20: September 2026



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.

Bold
Not bold

We wrote some words in bold.

We explain what these words mean.

There is also a list of these words on page **23**.



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-education-events-and-news

What's in this bulletin?

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About our bulletins



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.



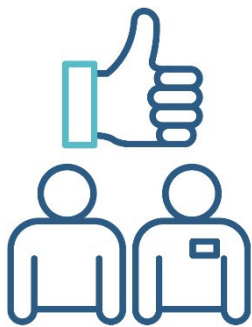
Sometimes **providers** use restrictive practices to keep people safe.

A provider supports people with disability by delivering a service.

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.



Positive behaviour support is about working together to:

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

What is an Outcome Summary Report?



An Outcome Summary Report has information about decisions that decision makers on a **Quality Assurance Panel** have made.



A Quality Assurance Panel is a group of people who must:

- check a **behaviour support plan**
- decide if the restrictive practice can happen
- follow the rules in our policy about restrictive practices.



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



An Outcome Summary Report explains:

- why the decision makers made their decision about a restrictive practice
- what action to take.

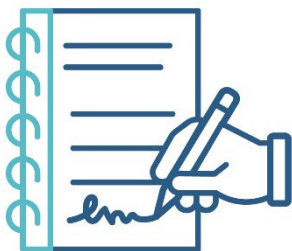


Providers use the Outcome Summary Report as **evidence**.

Evidence is proof that something is true.



Providers use it as evidence that the use of a restrictive practice meets the rules.



The Outcome Summary Report must be signed by the decision makers on the Quality Assurance Panel.

What must be in an Outcome Summary Report

An Outcome Summary Report must:



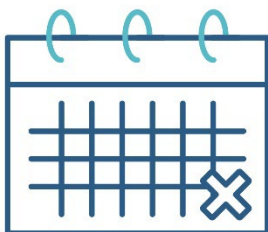
- include a decision about each restrictive practice in the behaviour support plan



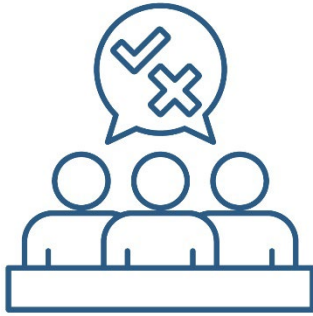
- explain why each decision was made



- give advice for future Quality Assurance Panel meetings.



It must also include an end date.

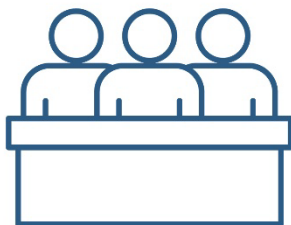


This is the date when the Quality Assurance Panel needs to make a new decision about any restrictive practices.



The end date must be:

- less than a year away
- before the end of the behaviour support plan.



It must explain who is on the Quality Assurance Panel.



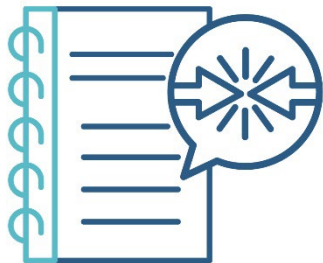
This includes:

- who makes decisions
- what everybody's roles are.



Some people on the Quality Assurance Panel might have conflicts of interest.

A **conflict of interest** is when someone might make a choice that is good for them but isn't fair to other people.



An Outcome Summary Report must:

- explain any conflicts of interest
- have a plan to manage conflicts of interest.



It also must list the documents that the Quality Assurance Panel need.



This includes a list of documents they will need the next time.

Other rules about an Outcome Summary Report



There must only be one Outcome Summary Report for each Quality Assurance Panel meeting.



All of the person with disability's providers should be part of the meeting.

Filling out the Outcome Summary Report



It can help to fill out the report at the Quality Assurance Panel meeting.



This will make sure everyone:

- agrees about what goes into the report
- can sign the report at the same time.

Everyone should be able to:



- check the Outcome Summary Report



- understand why the decisions about the restrictive practices were made.



Providers must use the Outcome Summary Report form on our website.

www.wa.gov.au/organisation/departments-of-communities/quality-assurance-panels/forms

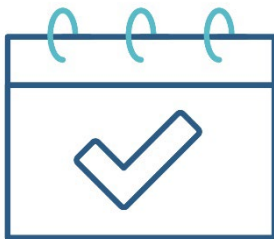
Getting a Behaviour Support Plan ready



Providers should only arrange a Quality Assurance Panel after they have all the right documents ready.



This includes having a behaviour support plan.



The behaviour support plan must be up to date.



It must also show how the **behaviour support practitioner** is working with:

- the person
- the people who support them.



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

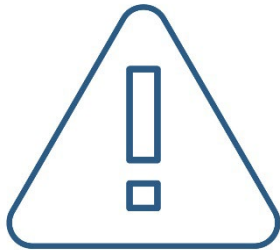


They follow the rules in our policy about restrictive practices.

The behaviour support plan must clearly explain:



- any restrictive practices it includes



- that the restrictive practices can only be used when the person shows a behaviour of concern.



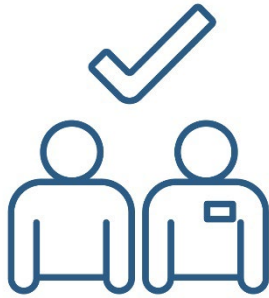
Behaviours of concern are things someone does that might put:

- themselves in danger
- other people in danger.



The behaviour support plan must also support our 5 **principles** for each restrictive practice.

Principles are important ideas that guide us.



1. Providers must try better ways to support a person before using a restrictive practice.



2. Providers must only use the least restrictive practice to keep people safe.



3. Providers must only use a restrictive practice that lowers the risk of harm to people.



4. Providers must only use a restrictive practice that doesn't cause more harm than the behaviour.



5. Providers must only use a restrictive practice for the shortest time possible.



Quality Assurance Panels need information about how a provider will:

- use the restrictive practice less over time
- stop using the restrictive practice over time.

This information can be:



- in the behaviour support plan
- or
- in a different plan.

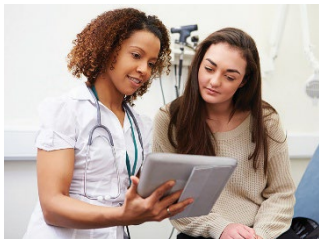


Quality Assurance Panels need this information to make decisions about a restrictive practice.

Is having a diagnosis a reason to use restrictive practices?



A **diagnosis** is not a reason to use restrictive practices on a person.



A diagnosis is when health professionals work out what condition or disability someone has.



People can experience conditions and disabilities in different ways.



This means behaviour support practitioners and providers should not just think about a person's diagnosis.



It is important they also think about:

- what each person can do well
- what a person's goals are
- what has happened in a person's life.



Restrictive practices should only be used on a person when they:

- show a behaviour of concern
- put themselves or others in danger.



A diagnosis does not mean a person will show a behaviour of concern.



Positive behaviour support is a way to understand:

- what a person does well
- what a person needs
- a person's life and experiences.



It means working with:

- the person who needs support
- the people who support them.



People that know the person with disability best have a good idea about what the person needs.



Behaviour support practitioners and providers need to hear from these people.



We have a tool to help understand what supports a person needs.



It is called the Understanding Me tool.

Providers can download it from our website.

www.wa.gov.au/organisation/departments-of-communities/provider-and-practitioner-responsibilities#information-sheets



Understanding the person helps to provide the right support.



The right support can help them live a good life.

More information

You can contact us if you have questions or want to share your thoughts.



You can call us.

1800 176 888



You can also email us.

arp@communities.wa.gov.au



The National Relay Service

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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 with disability needs.



Behaviours of concern

Behaviours of concern are things someone does that might put:

- themselves in danger
- other people in danger.



Behaviour support practitioner

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

They follow the rules in our policy about restrictive practices.



Bulletin

A bulletin is important news we share with the community.



Conflict of interest

A conflict of interest is when someone might make a choice that is good for them but isn't fair to other people.



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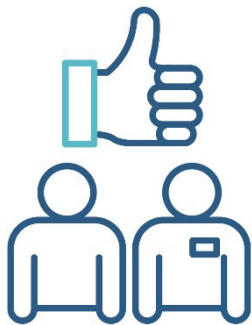
Evidence

Evidence is proof that something is true.



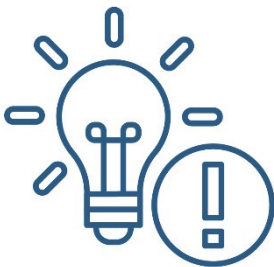
Policy

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

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Providers

Providers support people with disability by delivering a service.

Quality Assurance Panel



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Restrictive practices

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