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**Individual Values and Beliefs Policy and Procedure**

**Purpose**

People with disabilities have the rights to realise their full potential and should be supported in participating and contributing to social and economic life.

CAPS support people with disabilities to access and be included in activities and government initiatives.

CAPS is committed to creating an environment of respect and support for diversity in culture, values and beliefs.

**Scope**

This policy applies to all staff working with participants.

**Policy**

CAPS will provide flexible supports that are designed to meet the needs of diverse individuals. CAPS aims to promote an environment where all can feel safe and supported in the cultural diversity.

CAPS will provide equity in its accessibility of supports by:

* Respecting peoples human right to be treated equally
* Including all people regardless of their background, chosen identity, language, culture, ethnicity, age, gender, beliefs or level of ability and needs
* Ensuring that all participants are supported in achieving their goals through practices that meet their diverse needs

CAPS will work with participants in planning how to deliver supports that fulfill their cultural, diversity, value, and belief needs. This includes planning with the participant when and how they wish to participate in religious and cultural practices during supports.

CAPS understand the need for sensitivity when responding to participants diverse needs. Respect will be shown to all participants cultural diversity and inclusive practices will be implemented.

CAPS will collaborate with participants communities to ensure the best delivery of supports and to inform management processes. Participants will be encouraged and assisted in maintaining connections with their community.

CAPS will ensure that all staff working with a participant are educated on the participants cultural beliefs, values, and diversity. All decisions made by the participant based on their cultural practices and beliefs will be respected and recorded in their personal file.

CAPS will uphold human rights and abide by the United Nations Convention on the Rights of People with Disabilities.

CAPS will treat all people with dignity and respect and support their right to self-determination and privacy.

**Procedure**

Information will be provided to participants in a manner that suites their communication needs, including Easy Read formats and the use of translators.

To support culturally diverse participants in decisions surrounding the delivery of supports, with the consent of the participant CAPS will:

* Collaborate with contacts the participant has provided
* Contact the participants community
* Contact government agency that can assist the participant
* Collaborate with other community members and groups in the development of services
* Contact advocates
* Support the participants right to consult with members of the community when developing their goals and support requirements
* Respect the participants level of need to actively participate with their community

CAPS will work with Aboriginal and Torres Strait Islander peoples and groups to assist participants in finding support in their community. These supports will be included in the participants support plan and will be reviewed along with other supports.

CAPS will work with communities when encouraging participants to engage in activities relevant to the culture and/or supports. CAPS will strive to form a relationship within the community to assist current and future participants.

CAPS will recognise participants background, culture, chosen identity, ability and need levels and community when providing early intervention and prevention. Supports will be individualised and flexible to meet the needs of each participant. Workers will be required to possess adequate knowledge of a participant’s cultural practices, beliefs and values.