

**Purpose:**

Extend-A-Family Waterloo Region (EAFWR) has a commitment to ensuring the personal safety and security of persons with developmental disabilities and vulnerable persons, to whom it provides services and supports. EAFWR has policies and procedures specific to the programs it operates and the legislative and regulatory requirements they operate under.

**Policy:**

EAFWR has policies and/or procedures that indicate the safety and security standards for those in receipt of services and support. They include:

- Abuse prevention and reporting
- Medication administration
- Access to medical services
- Assistance in Management of Finances
- Personal Planning, centred on creating conditions to support a person's dreams, desires, aspiration as well as their identified support needs
- Human resources including hiring practices and compulsory training
- Health and safety reporting
- Unusual incident reporting
- Behavioural Supports
- Inclement Weather

**Procedure:**

If any staff has reason to believe that a person receiving supports and services from EAFWR is at personal risk due to the level or type of services and supports provided they are asked to bring their concern to the attention of their Supervisor/Program Manager as soon as possible. If it is a Health and Safety concern he/she is asked to follow the Health and Safety concern procedure. If he/she feels that his/her concerns has not been understood or acted upon he/she is asked to bring his/her concern to the Executive Director.