**National Standards for Disability Standards Toolkit:**

**templates and resources list**

**How to use this toolkit**

**Step 1:** Review the toolkit and identify what you need.

**Step 2:** Adapt and change the content to reflect the culture and reality of your organisation. Consult with people with disability, families, carers, support workers and other stakeholders on the content to ensure is relevant to your organisation.

**Step 3:** Incorporate their recommendations and seek approval to adopt the relevant policy, process or practice.

**Please note:** The toolkit provides samples only and organisations need to ensure executive and board approval for any policies and procedures and seek independent legal advice where required.

**Standard 1- Rights**

**Policy and procedure templates**

Promoting and protecting rights overarching policy

Choice and control policy

Choice and control procedure

Supporting your choices (Easy Read)

Safeguarding policy (reviewed 2019)

Safeguarding procedure

What is safeguarding? (Easy Read)

Eliminating restrictive practices policy

Eliminating restrictive practices procedure

Eliminating restrictive practices (Easy Read)

Confidentiality policy

**Staff development resources**

Reflecting on choice

Reflecting on safeguarding

**Standard 4- Feedback and Complaints**

**Policy and procedure templates**

Complaints policy

Complaints procedure

About complaints (Easy Read)

Whistle-blower policy

**Complaints management resources**

Complaints register instructions

Complaints register

Complaints recording sheet

**Standard 6- Service Management**

**Policy and procedure templates**

Code of conduct

Code of conduct (Easy Read)

Involvement policy

Involvement procedure

Consultation (Easy Read)

Continuous improvement policy

Continuous improvement procedure

Making services better (Easy Read)

Risk management policy

Direct health supports policy

Conflict of interest policy

Social media policy

**Service management resources**

Business case template

Code of conduct: staff commitment

Continuous improvement plan

Continuous improvement register

Risk register and guide

Quality practice guide

**Other tools**

Quick guide: setting up a policy group

Terms of reference- policy development and review group

Policy group action plan

Policy template

Procedure template

Policy and procedure register

Regularly used terms

Top ten tips for accessible information