

Programming and Implementation Policy

Introduction

BECIS will ensure that each child and their family receive coordinated services that are planned to meet their specific ongoing needs. Services will be provided in a manner sensitive to the age, gender, cultural, linguistic and religious background of each child, taking into consideration the child's abilities, likes and interests and family priorities.

Each child will be supported and encouraged to be involved in family and community activities, which are available to persons without a disability.

Procedures

These procedures may be replaced with the process resulting in a Service Agreement as provided under a specific funding source e.g. an NDIS package. However the intent and purpose of the following procedures are still applicable under Best Practice Guidelines.

Individual Family Service Plan (IFSP)

The **IFSP process** provides an opportunity for each family and relevant professionals to work as a team to identify intervention goals and plan strategies. This is important in building the foundation for an ongoing partnership in which each family's values, concerns and choices are respected.

An Early Childhood Intervention worker will take on the role of **key worker** for each family and will provide information regarding the **IFSP** and arrange an **IFSP meeting** according to family preference and resources. It is understood that families are individual and level of participation in the **IFSP** process will vary.

IFSP meetings provide opportunities:

- for active family participation
- to exchange information between family and service providers
- to summarise concerns
- to identify family priorities
- to determine goals
- to decide on strategies

The **IFSP document** will record:

- screening/assessment information which outlines the child's current strengths, skills and needs across the developmental domains
- the family's identified needs as related to the child's ongoing development
- the family's identified goals for themselves and their child
- the family's goals for participation in community activities
- implementation choices and timeframes
- evaluation processes and date for review

(Recommended Practices in Family-Centred Early Childhood Intervention document sourced and referred to)

Both NDIS goals determined by the NDIA and those developed through the IFSP process are analysed for risk. Barriers and risks are considered and documented.

Service delivery options include:

- individual therapy/educational sessions either in centre, at home or in a community setting e.g. a local park or playground
- small group sessions with therapy and education input
- generic EC setting/community setting support
- attendance at inclusive playgroup
- transition support to next educational setting
- parent participation in workshops on relevant topics
- participation in parent discussion groups

Program Evaluation & Review

During each occasion of service, children's interactions with the people and activities in their environment is commented on and this along with observations from family and other significant people will contribute to the evaluation of the **IFSP**. Goals will be revised and updated accordingly.

Formal developmental reviews are conducted as required. These reviews may include specific developmental assessment of the child's skills and will include current family priorities and circumstances.

Ongoing evaluation and/or formal review findings will ascertain whether:

- present programs are continued
- service delivery is changed in line with child's/family's needs
- programs are discontinued and a review date set for monitoring progress
- child is discharged from the BECIS.

Referral

Information regarding relevant services is provided to families during planning, program review or as a result of specific needs arising. The **Key Worker** is usually the staff member to address this area and who will make any relevant referrals. Written or verbal consent from the family is required to exchange information (verbal or written) see **Confidentiality and Privacy Policy**.

Relevant agencies include:

- Brighter Futures
- Local therapy
- Health – dietician, Child & Family Support Service, EC Nurses
- ECEC services
- Department of Education– E.I. Support Class, School Counsellors
- Hearing and vision services

Related Policies

- Confidentiality and Privacy
- Early Childhood Service Consultation
- Diversity and anti-bias
- Fostering children's self esteem and self-reliance
- Behaviour Policy
- Transition to school or early childhood services

Links to:

- National Disability Insurance Scheme Act 2013
- National Disability Insurance Scheme (Quality Indicators) Guidelines 2018
- National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018
- NDIS Quality and Safeguards Commission – www.ndiscommission.gov.au
- Disability Inclusion Act 2014 (NSW)

Sources:

- Recommended Practices in Family-Centred Early Childhood Intervention

Resources:

- Hanen Programs – ‘It Takes Two to Talk’, ‘More Than Words’
- Ages and Stages
- DEEWR (2009). Belonging Being and Becoming: The Early Years Learning Framework for Australia. www.deewr.gov.au

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