

# CS3.7 Participant Financial and Resource Management

## Purpose

1. To outline SAVVY employees responsibilities in terms of the management and protection of a participant's money and other property where SAVVY care employees have access.

## Alignment with Practice Standards

1. Module 4: Provision of Supports (environment)

## Legislative Alignment

1. National Disability Insurance Scheme Act 2013

## Key Responsible Executive

Chief Executive Officer

## For More Support

Your People Manager

## Policy Statement

1. SAVVY respects the participant's security and safety, which extends to the safety and security of their money, personal possessions and resources.
2. SAVVY will maintain efficient processes to manage and protect participant finances and resources that a SAVVY worker may have access to.

## Delegations

Roles	Responsibilities
Board of Directors	<ul style="list-style-type: none"> <li>● Endorse and ensure compliance with the participant Financial and Resource Management Policy and Procedure</li> <li>● Be familiar with the organisation's legislative requirements relating to the policy</li> </ul>
CEO	<ul style="list-style-type: none"> <li>● Manage and monitor compliance with this policy</li> <li>● Support staff competence and compliance with this policy and procedure</li> </ul>
Management	<ul style="list-style-type: none"> <li>● Manage and monitor compliance with this policy</li> <li>● Support staff competence and compliance with this policy and procedure</li> </ul>
Staff, volunteers, contractors and students	<ul style="list-style-type: none"> <li>● Comply with the participant Financial and Resource Management Policy and Procedure</li> <li>● Act in accordance with legislation and organisation's systems relating to the policy</li> </ul>

## Procedures

1. Management and protection
  - a. Where the worker is removing a participant's money or belongings from the home, these should be documented in the participants notes.
  - b. participant personal belongings should be labelled with the participants name on outings and supported holidays for identification and recovery
  - c. In the home environment, where money or small valuables are kept, the participant should be encouraged to keep these in a locked container.
  - d. Wherever a worker removes money or valuables form the participants home, these should be documented in the participants notes, along with explanation for why they were removed - e.g. when on an outing, \$10 was taken for the participant to purchase coffee in the afternoon, or necklace taken to jewellery with the participant for cleaning and left at the jeweller with a receipt provided (and picture of receipt uploaded to the participants notes)
  - e. A corresponding note should also be made for the use and or return of the money or valuables in the participants files
2. Process development
  - a. The finance and resource management processes should be reviewed by the participant Advisory Committee to consider risk factors and mitigation strategies for the handling of finances and resources.

3. Consent and purpose
  - a. money should only be taken and or used with the participants express consent and for the purposes intended.
  - b. Notes made in the participant's file should include the reason the resource was taken and participants decision making in utilising the money.
  - c. Care workers should only provide advice on a product / service price, payment method and potential purchase risks and implications. They should not make a purchase decision or recommendation for the participant.
  - d. Where the participant has limited decision making capability, the participant's parent or guardian should be consulted for financial and resource management decisions and their decisions noted in the participants file.

#### References to other SAVVY policies and external sources

1. NA

#### Summary of attachments

1. Nil

#### Version Control

1. 1 April 2023 - New Policy Creation