

# Home Child Care Policies and Procedures

Section: Health and Safety

Policy No: 2216434

Policy Title: Individualized Support Plans

Revision Date: September 2016

Authority:

- Child and Early Years Act 2014
- Manager, Home Child Care

Policy Statement:

- Home Child Care will ensure that an up to date individualized support plan is in place for each child with special needs who receives care.

Policy Intent:

- Children with special needs have current individualized support plans.

Definitions:

- Individualized support plan – A plan for a special needs child in care that is developed in consultation with a parent of the child, the child( if appropriate for the child's age) and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan.
- Special Needs – support requirements resulting from learning difficulties, physical disability, or emotional and behavioural difficulties

Procedures:

- Any individualized support plan that has been developed by any special needs resource agency will be reviewed with the parent(s), caregiver and consultant. This plan will be reviewed and updated annually or as needed.
- If an individualized support plan has not been provided and it is determined by either parents, caregiver or consultant one is needed, an individualized support plan will be developed in consultation with a parent of the child, the child (if appropriate for the child's age) and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan.
- [DOCS ADMIN-#2216499-Individualized Support Plan for Home Child Care](#)  
Individualized Support Plan for Home Child Care.
- The caregiver will support the child to function and participate in a meaningful and purposeful manner while the child is in care.
- A description of any supports or aids, or adaptations or other modifications to the physical, social and learning environment that are necessary so that the child can function and participate in a meaningful and purposeful manner while the child is in care.
- Instructions relating to the use of any supports or aids.

- Any individualized support plan will be reviewed annually or as needed with parent(s), caregiver and consultant.