



## **MEALTIME MANAGEMENT POLICY**

### **1. PURPOSE**

The purpose of this policy is to ensure that mealtimes that take place at Lift Up Voices are safe and enjoyable for all participants. This pertains to scenarios in which participants be consume food on the Lift Up Voices premises or during a scheduling outing. The policy has been framed around the individuals' rights as they are specified in the Privacy Act (1988), Freedom of Information Act (1982), Disability Services Act (1993), NDIS Practice Standards *Provider Governance and Operational Management* Core Module (Information Management) and Standard 1 of the National Standards for Disability Services.

### **2. SCOPE**

This policy applies to all Lift Up Voices Directors, staff members, volunteers and individuals who are engaged in Lift Up Voices programs and activities.

### **3. POLICY STATEMENT**

While consumption of food does not fall within the typical parameters of services provided by Lift Up Voices, we recognise that some participants may have additional needs that require specific support to safely do so and that this should not exclude a participant from accessing an extraordinary event or opportunity in which a meal may be consumed. This policy outlines protocols that will be followed should such a scenario arise.

### **4. PROCEDURES**

- Any specific or additional needs pertaining to mealtimes will be disclosed to Lift Up Voices Directors as part of their healthcare plan at their initial consultation.
- In the event that any additional needs are identified, a plan will be formulated in liaison with a participant or their care provider prior to an extraordinary event or activity in which food will be consumed. This may include the stipulation of a support worker attending the event alongside a participant to manage specific mealtime support needs, such as feeding through a gastrointestinal tract.

### **5. REVIEW**

This Policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that he policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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**RELATED POLICIES**

Privacy and Confidentiality Policy

Code of Conduct Policy

**RELEVANT LEGISLATION OR STANDARDS**

Disability Services Act (1993)

National Standards for Disability Services, Standard 1: Rights

NDIS Practice Standards and Quality Indicators (2020)

Privacy Act (1988)

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