

# Allowing NDIS providers to use restrictive practices

## Rules for NDIS providers to follow

An Easy Read guide



## How to use this guide



The Northern Territory Government Department of Health wrote this guide.

When you see the word 'we', it means the Northern Territory Government Department of Health.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

**Bold**  
Not bold

We have written some words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 27.



This Easy Read guide is a summary of another guide.

This means it only includes the most important ideas.



You can find the other guide on our website at [health.nt.gov.au/professionals/restrictive-practices-authorisation](http://health.nt.gov.au/professionals/restrictive-practices-authorisation).

You can ask for help to read this guide.

A friend, family member or support person may be able to help you.



## What's in this guide?

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## What is this guide about?



The **National Disability Insurance Scheme (NDIS)** is a way to support people with disability.



**Participants** are people with disability who take part in the NDIS.

We have laws in the NT to keep participants safe when:



- they get NDIS supports and services



- restrictive practices are used.

We explain what restrictive practices are on page 7.



Some **NDIS providers** might use restrictive practices if a participant is at risk of hurting:

- themselves
- other people.



An NDIS provider offers supports and services to a participant.

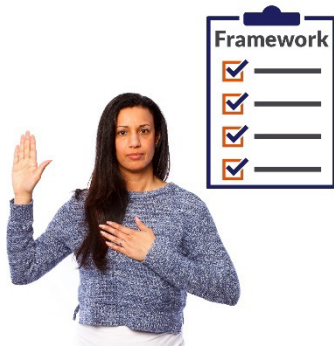


NDIS providers might use restrictive practices as part of a **behaviour support plan**.

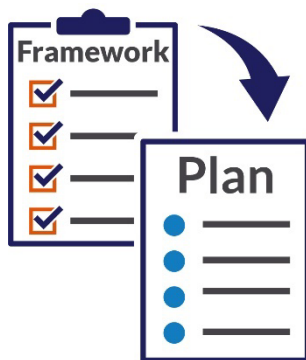


A behaviour support plan is a document that explains how to support a participant's behaviour.





NDIS providers must follow our **framework** if they want to use restrictive practices.



A framework is a plan for how things should work.

## What are restrictive practices?



**Restrictive practices** are actions that stop people from hurting:

- themselves
- other people

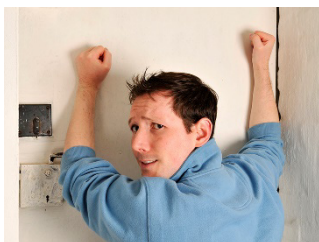


Restrictive practices might also stop people from:

- going places
- moving
- doing what they want.



There are different types of restrictive practices.



Seclusion is when you put someone alone in a room or a space and they are not allowed to leave.



**Restraints** are ways to stop someone from doing what they are doing.



A restraint might be chemical – like using medicine to change how someone acts.



A restraint might be mechanical – like using equipment that stops someone moving.



A restraint might be physical – like holding someone's body so they can't move.



A restraint might be environmental – like locking a:



- room or space so nobody can get in or out



- cupboard or fridge so nobody can open it and take anything out.

What is a prohibited restrictive practice?



Some things are never ok.



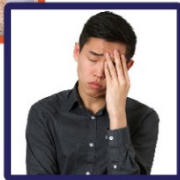
They are **prohibited** by law. These laws can be different in each state and territory.



When something is prohibited, it cannot be authorised.



A prohibited restrictive practice is an action that can put people with disability at risk of being hurt.



A prohibited restrictive practice could include doing something:

- to punish a participant
- that makes a participant feel bad about themselves.

A prohibited restrictive practice could include taking away:

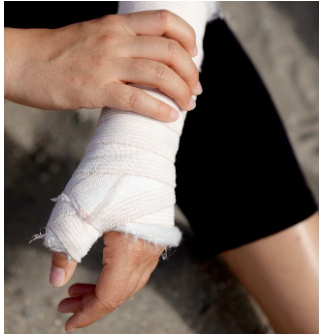


- something a participant needs



- a support person or support people, like their family or friends.

A prohibited restrictive practice could also include:



- something that could hurt or injure a participant.



- using medicine in the wrong way to make a participant behave



- using seclusion on children under 18 years old.

## Our framework

### What is our framework about?

Our framework talks about how NDIS providers:



- can ask us to use restrictive practices



- might be allowed to use restrictive practices if we let them.

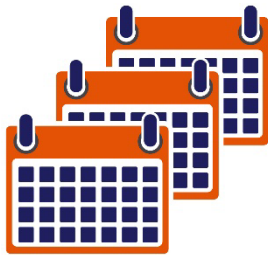


We call this an **authorisation**.

We might do this if a behaviour support plan:



- includes restrictive practices



- is for a long period of time.

Who is the framework for?

Our framework is for:



- participants who have a behaviour support plan



- NDIS providers who help participants with their behaviour by using restrictive practices.

## What will we do?

We will:



- allow some NDIS providers to use restrictive practices



- keep a record when restrictive practices are used



- write guides about how to apply to use restrictive practices.



## Important ideas you must think about



NDIS providers must follow a list when they give services to participants.

This list is based on different laws about:



- keeping people with disability safe



- respecting the **rights** of people with disability.



Rights are rules about how everyone should be treated:

- fairly
- equally.



NDIS providers must respect a participants' rights.

NDIS providers must give services that:



- tries to use restrictive practices less



- don't use restrictive practices at all.



NDIS providers must be clear with participants about when they use restrictive practices.

NDIS providers must not use restrictive practices when a participant acts in a way that doesn't harm:



- themselves
- other people.



NDIS providers must understand you should only use restrictive practices when they have tried everything else to help the participant.



NDIS providers must only use restrictive practices in the behaviour support plan.

## Getting an authorisation

How do NDIS providers apply for an authorisation?



NDIS providers must apply for an authorisation to use restrictive practices.

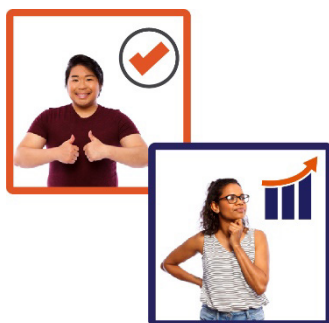


NDIS providers can apply on the Restrictive Practices Authorisation System website.



[www.health.nt.gov.au/professionals/restrictive-practices-authorisation](http://www.health.nt.gov.au/professionals/restrictive-practices-authorisation)

What happens after NDIS providers apply?



When we **review** something, we check to see what:

- works well
- can be better.

After NDIS providers apply for an authorisation, we will review:



- what was told to us



- the behaviour support plan.



After we review this, we will tell the NDIS provider if they can have an authorisation.



We will also tell any **affected persons**.



An affected person is someone who is affected by the restrictive practice.

This can be:



- the participant



- the NDIS provider



- the behaviour support practitioner – a person who writes behaviour support plans



- their guardian – a person who acts and makes decisions for a participant.



## How long does your authorisation last for?

Your authorisation might last up to:



- 6 months



- 12 months.



We will tell you and the NDIS provider how long your authorisation will last.

## Taking away your authorisation

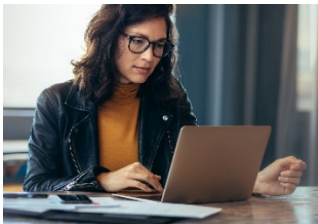
Sometimes, we might take away an authorisation because:



- you did not follow our rules



- we think the participant doesn't need restrictive practices anymore.



We will send you an email if we take away your authorisation.



We will explain why we are taking it away.

We will tell affected persons if we take away the authorisation.

## What if things change for the participant?

If things change in a participants' life, you must tell us:



- as soon as you can



- in an email.

For example, if:



- a participant's behaviour changes
- they do not need restrictive practices anymore.

## What if a participant moves to a different state or territory?



If a participant moves to the NT from a different state or territory, NDIS providers must apply for a new authorisation.



Authorisations only work in the state or territory they were made in.

## Asking for a review



You or your guardian can ask us to review a decision about an authorisation.



The NDIS provider can also ask us to review a decision.



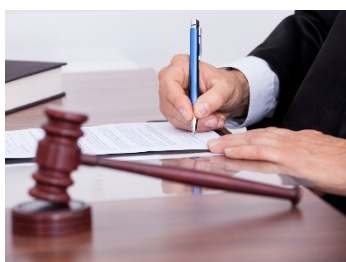
If the decision to use restrictive practices was 'No', you must ask us to review the decision within 28 days the decision was made.



But if the decision to use restrictive practices is 'Yes', you can ask for a review at any time.



If any affected person is not happy with the result of the review, you can contact the Northern Territory Civil Administration Tribunal (NTCAT).



NTCAT is like a court.  
They can review an authorisation decision.



[ntcat.nt.gov.au](http://ntcat.nt.gov.au)



## Word list

This list explains what the **bold** words in this document mean.



### **Affected person**

An affected person is someone who is affected by the restrictive practice.



### **Authorisation**

Our framework talks about how NDIS providers:

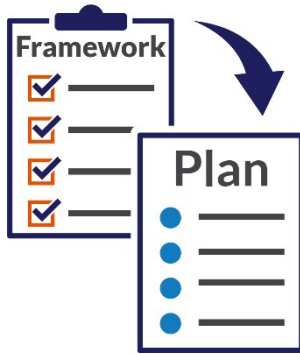
- can ask us to use restrictive practices
- might be allowed to use restrictive practices if we let you.

We call this an authorisation.



### **Behaviour support plan**

A behaviour support plan is a document that explains how to support a participant's behaviour.



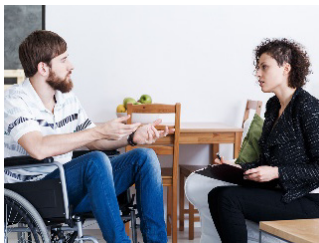
## Framework

A framework is a plan for how things should work.



## National Disability Insurance Scheme (NDIS)

The NDIS is a way to support people with disability.



## NDIS providers

An NDIS provider offers supports and services to a participant.



## Participants

Participants are people with disability who take part in the NDIS.



## Prohibited

When something is prohibited, it cannot be authorised.



## Restraints

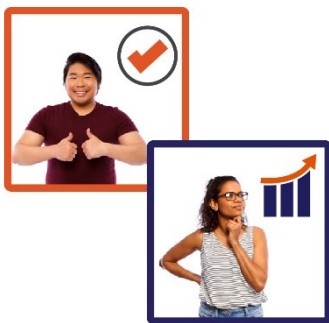
Restraints are ways to stop someone from doing what they are doing.

## Restrictive practices

Restrictive practices are actions that stop people from hurting:



- themselves
- other people.



## Review

When we review something, we check to see what:

- works well
- can be better.



## Rights

Rights are rules about how everyone should be treated:

- fairly
- equally.

## Contact us



(08) 8999 2431



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