



# Recreation, Sports and Aquatics Club

Supporting lifestyle choices of people living with disabilities

## Workers Membership Information Form

(worker include anyone who assists with RSAC activities and may have contact with any participant)

PLEASE PRINT CLEARLY

Please advise any changes to details RSAC at any time

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Date of birth \_\_\_\_\_ Phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## Who to contact in an emergency?

Emergency contact 1.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mobile \_\_\_\_\_ Phone \_\_\_\_\_ E mail \_\_\_\_\_

2nd contact name

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mobile \_\_\_\_\_ Phone \_\_\_\_\_ E mail \_\_\_\_\_

Photographic images of participants are sometimes used for promotional purposes and at events.

If you not wish to have your image used please tick here.

☐

Please tick any conditions that may be significant to participation and add relevant details.

Intellectual disability ☐ Cerebral palsy ☐ Visual impairment ☐ Hearing impairment ☐

Speech problems ☐ Spinal Problems ☐ Mobility problems ☐ Nerve/Muscular problems ☐

Skin conditions ☐ Asthma ☐ Autism Spectrum Disorder ☐ ADD/ADHD ☐ ODD ☐

Arthritis ☐ details: \_\_\_\_\_ Blood Pressure ☐ details: high/low Diabetes ☐ details: \_\_\_\_\_ Kidney

problems ☐ details: \_\_\_\_\_ Heart problems ☐ details: \_\_\_\_\_ Lung problems ☐ details: \_\_\_\_\_

Epilepsy ☐ Last seizure \_\_\_\_\_ Type \_\_\_\_\_ Frequency \_\_\_\_\_

Behavioural challenges ☐ Known triggers \_\_\_\_\_

Known Allergies: \_\_\_\_\_ Other relevant conditions/details: \_\_\_\_\_

Do you have Down Syndrome Yes/No. If yes, do you have Atlanto Axial Instability Clearance Yes/No.

Family Doctor's name \_\_\_\_\_ Phone \_\_\_\_\_

Medicare Number \_\_\_\_\_

Private Health Insurance \_\_\_\_\_ No. \_\_\_\_\_

JUNE 2022

## Release

**ADULT (18 and over)** I the undersigned, if I am unable to be consulted in case of emergency or necessity, authorise RSAC on my behalf to take such measures and arrange for such medical and hospital treatment as may be deemed advisable for my health and wellbeing.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

OR

**PARENT OR GUARDIAN MEMBER OF MEMBER IF UNDER 18 :** If I am not present at RSAC activity, so as to be consulted in case of emergency or necessity, I authorise RSAC to authorise on my behalf and on my account to take such measures and arrange for such medical and hospital treatment as RSAC may deem advisable for the health and wellbeing of

(insert name of member) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Relationship \_\_\_\_\_

**ALL WORKERS:** a requirement of our funding sources, including NDIA require the following:

All costs incurred will be reimbursed by RSAC on production of a receipt and completion of activity.

Please confirm with RSAC before booking.

### ALL WORKERS: compulsory

1. Have you completed the NDIS Worker orientation Module 'Quality , Safety and You' [online training accreditation?](#) please provide copy of certificate.

Link: <https://www.ndiscommission.gov.au/workers/training-course>

2. Working with Children's Check: please provide copy of certificate.

Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Link: <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

3. National Vulnerable people screening clearance: \_\_\_\_\_

Link: <https://www.service.nsw.gov.au/transaction/ndiswc-apply>

4. Proof of COVID-19 Double Vaccination required. Please provide a copy of your evidence

### For Board Members and Paid Office Staff: compulsory

Do you have a Police Clearance? : Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Link: <https://www.service.nsw.gov.au/transaction/apply-national-police-certificate>

**At least one person with current First Aid qualifications is required to be in attendance at every RSAC program. If you have this or wish to undertake training please complete or request support from RSAC Office:**

Do you have current First Aid Certificate? Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have any other qualifications or experience relevant to your participation with RSAC?

Details: \_\_\_\_\_

**Recreation Sports and Aquatics Club** Phone: 9790 5001 Email: [rsaclub@bigpond.net.au](mailto:rsaclub@bigpond.net.au) Clubrooms:

11 Greenfield Pde Bankstown Postal address: PO Box 120 Bankstown NSW 1885 website:

[www.disabledsportsac.org.au](http://www.disabledsportsac.org.au)

OFFICE USE: MYOB \_\_\_\_, MAILCH \_\_\_\_, VOL SHEET \_\_\_\_, REG REPORT \_\_\_\_, ROLLS \_\_\_\_, INSTR \_\_\_\_,  
ACTIVITY/IES \_\_\_\_\_



# Recreation, Sports and Aquatics Club

Opportunities for People with a Disability

## CODE of CONDUCT

This Code of Conduct is to be signed by all RSAC office bearers, staff members, coaches and volunteers.

**As an office bearer, staff member, coach or volunteer of RSAC I will:**

**SIGN &  
RETURN**

1. Act to promote the safety, welfare and well-being of the club's members at all times.
2. Act to promote the reputation of the RSAC, but only where consistent with my responsibility to club members and legal obligations.
3. Act in a way that is consistent with RSAC policy and procedures.
4. Not use language that is demeaning or disrespectful of any member.
5. Not harass or bully any member.
6. Keep confidential any personal information that I may obtain about any member or their families in the course of my role. This means that I will not share this information with anyone unless this is necessary as part of my role or as required by law.
7. Maintain financial probity and comply with the requirements of government and non-government funding bodies in relation to funding submissions and reporting.
8. Comply with the NDIS Code of Conduct Summary for Workers (see attached brochure)

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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# Recreation, Sports and Aquatics Club

Opportunities for People with a Disability

## CODE of CONDUCT

**Retain as  
YOUR COPY**

**As an office bearer, staff member, coach or volunteer of RSAC you have signed & agree to:**

1. Act to promote the safety, welfare and well-being of the club's members at all times.
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6. Keep confidential any personal information that I may obtain about any member or their families in the course of my role. This means that I will not share this information with anyone unless this is necessary as part of my role or as required by law.
7. Maintain financial probity and comply with the requirements of government and non-government funding bodies in relation to funding submissions and reporting.
8. Comply with the NDIS Code of Conduct Summary for Workers (see attached brochure)

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## 7. Take all reasonable steps to prevent and respond to sexual misconduct.

People with disability have a right to sexual expression and to develop and maintain sexual relationships. However, they are at an increased risk of all forms of sexual violence and sexual misconduct.

You are expected to adhere to the highest standards of behaviour, by having professional boundaries with people with disability. This includes preventing and responding to any inappropriate behaviour by anyone to a person with disability.

Your NDIS provider should have a guidance policy that distinguishes between inappropriate and appropriate touching and between sexual misconduct and appropriate conversations about sexual support and family planning needs.

You should report any sexual misconduct, unlawful sexual or physical conduct or inappropriate relationships to your NDIS provider, the NDIS Commission and other authorities. You should support people with disability so they feel safe to make a complaint without fear of retribution or loss of services.

A new NDIS Code of Conduct has been introduced for workers under the National Disability Insurance Scheme to ensure the safety and wellbeing of people with disability.

The NDIS Code of Conduct applies to all workers and service providers delivering NDIS supports or services, including employees, contractors and volunteers.

This guide will help you, as a person who works with people with disability, to become familiar with the appropriate and ethical conduct expected under the NDIS Code of Conduct.

If you're unsure about any service delivery issue, you should consult your supervisor, your organisations, or talk directly to your client.

Remember, if you see something you think is a breach of protocol or the NDIS Code of Conduct, you should tell your supervisor or someone else in the organisation, or let the NDIS Quality and Safeguards Commission know if you can't raise it internally. There are penalties for providers who take any adverse action against workers or other people who report a possible breach of the NDIS Code of Conduct.



NDIS Quality  
and Safeguards  
Commission

## The NDIS Code of Conduct Summary for workers



### Contact us

Email: [contactcentre@ndiscommission.gov.au](mailto:contactcentre@ndiscommission.gov.au)  
Call: 1800 035 544

### Find out more

More information about the NDIS Commission, including resources for providers and participants, is available on the NDIS Commission website at [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)



# The seven elements of the NDIS Code of Conduct

## 1. Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions

All people with disability have full and equal human rights to make their own decisions, live how they choose and receive the support they need.

Not all adults with disability need or want support in decision-making so you should consult them about who, if anyone, they want to involve in decisions about their service and support. You should involve young people and children in decisions that affect them in ways appropriate to their age, development and communication skills.

People with a disability have a right to question, seek extra information about or refuse any part of their service delivery. The onus is on you to communicate in a way that ensures they understand the information and make their own preferences and concerns known to you.

The NDIS Code of Conduct requires you to consider their values and beliefs relating to culture, faith, ethnicity, gender, gender identity, sexuality, age, and disability.

## 2. Respect the privacy of people with disability

People with disability have the right not to have their personal information disclosed to others without their informed consent - unless mandatory reporting is required.

You should explain to people with disability why and what information is kept about them, who has access to it, and what to do if they believe their privacy is breached.

Privacy goes beyond handling personal information to delivering services in a way that maintains personal dignity. This includes both asking permission to perform and explaining procedures that involve physical touch or invading personal space.

## 3. Provide supports and services in a safe and competent manner, with care and skill.

All workers under the NDIS are expected to have adequate expertise and competence necessary for safe and skilful service delivery. You must have and maintain the required qualifications and skills.

You should decline directions - from an NDIS provider, person with disability or their family or carer - to undertake duties that you are not qualified or trained to deliver. You can make a report to the NDIS Commission if such a direction is made.

You should also comply with your own professional code of conduct and relevant work, health and safety requirements. You should ensure that accurate and timely records are kept about an NDIS participant's service history, medication and support needs. You must never work under the influence of drugs or alcohol.

## 4. Act with integrity, honesty and transparency

Integrity and honesty are crucial to developing trust between you and people with disability so you must be transparent about your qualifications and any limits on your competencies. You must disclose to your NDIS provider if you have failed a worker screening clearance or been subject to a professional misconduct finding.

People with disability have a right to get information about the comparative cost and effectiveness of treatments and the risks and benefits of service options.

You should declare and avoid any real or perceived conflict of interest in your work.

You should avoid giving, asking for or accepting inducements or gifts that may influence decision-making or service delivery under the NDIS. This includes to and from people with disability, their family or carers, or other service providers. You must avoid unethical practices such as over-servicing and high-pressure sales.

## 5. Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability

If the safety or the quality of support for people with disability is at risk you should take immediate action to address the reasons why. Ensure the person is safe and consult with them about how they would like to resolve the issue and take action.

It could be as simple as changing the timing of meals or moving a piece of furniture so it's easier to manoeuvre a wheelchair. Or the issue impacting quality or safety could be more complex and may require raising at an organisational level.

It is your responsibility to be familiar with your NDIS provider's systems for complaints and incident management and to follow established procedures. This includes supporting your provider to meet its reportable incidents obligations.

## 6. Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability

People with disability are at a far greater risk of and are more likely to experience violence, abuse, neglect and exploitation than those without a disability.

You can play an important role in helping to prevent, intervene early and respond to violence, abuse, neglect and exploitation.

If an incident or criminal act does occur, after ensuring the safety of the person affected, you must report it to your supervisor and/or other authorities, including the police where appropriate.

You should work with your NDIS provider to reduce and eliminate restrictive practices. This includes behaviour involving seclusion, chemical, mechanical, physical or environmental restraint.

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