

Operational checklist

Use this checklist to help your organisation strengthen workplace procedures and staff responses to abuse, neglect and exploitation of older people and adults with disability in their **family, home and community**.

- Are there clear communications about the organisation's commitment to upholding the rights of older people and adults with disability to live free from abuse in their family, home and community?**

Communicating a shared vision will demonstrate a clear commitment by the organisation about everyone's role in abuse prevention, that support is available and the active promotion of the rights of older people and adults with disability.

- Is it as easy as possible for clients and staff to make a report?**
Any barriers to raising concerns or making a report should be reviewed and addressed by the organisation.

- Are policies and procedures easy to understand, and accessible?**

Easy to understand and accessible guidance should be readily available and the reporting process should be transparent and give confidence to staff that action will be taken based on their concerns.

- Have all staff been inducted into relevant abuse response procedures in family, home and community settings?**

To ensure a consistent response, all staff should be provided with an induction about relevant policies and procedures on responding to abuse in family, home and community settings, including a review of compliance to practice every 12 months.

- Is regular, tailored training available for staff?**

Provide regular training opportunities for your staff to increase their awareness of abuse in family, home and community settings as well as relevant cultural awareness training. Training should also involve refreshers on organisational policies and procedures about how to respond to abuse in these settings.

- Are there regular opportunities to provide staff with productive feedback on their practice?**

Consider supervision or any other staff meetings as a regular opportunity to determine if staff understand procedures and policies in relation to responding to the abuse of older people and adults with disability in their family, home and community, and are putting guidance into practice.

