

Purpose and Scope

Cahoots is committed to upholding the rights of adult participants (aged 18+ years) that access our services (camps or day programs) and is sensitive to the needs of vulnerable adults.

Cahoots recognises that the individual needs, goals, choice, and decision-making opportunities may be different for each adult participant. In circumstances where an adult participant is unable to indicate their preferences, a collaborative approach will be taken with the adult participant and the Participant's Representative that focuses on the person.

The Adult Participant Code of Conduct provides a framework for social engagement and interpersonal relationships while attending Cahoots services and supports adult participants to make informed decisions and choices about their attendance at Cahoots services.

The Adult Participant Code of Conduct must be signed by the participant and the Participant's Representative prior to the participant attending their first camp or day program.

Cahoots Values

Cahoots values underpin the Adult Participant Code of Conduct and guides expected conduct, actions, and decisions when on camps and day programs.

Respect: We treat people as they want to be treated, offering acceptance, care, and support to everyone.

Trust: We are a reliable team, committed to providing safe, quality services.

Inspire: We believe every person has the ability to reach their full potential, we will provide them with encouragement and support.

Celebrate: We acknowledge and rejoice the efforts and achievement of the children and young people we work with, volunteers, supporters, and staff.

Collaborate: We believe that community engagement is vital to create meaningful and accessible opportunities for all people.

CODE OF CONDUCT

1. Attendance

Participants are expected to;

- participate fully in the camp or day program;
- remain on the camp or day program for the duration of the camp or day program;
- attend the scheduled social and recreational activities; and
- advise the Facilitator if they need or want to leave the camp or day program.

Participants wanting to leave the camp or day program will be supported by the Facilitator to advise their emergency contact of the decision they have made and support the participant to make travel arrangements to return home.

Where the participant has a legal decision maker (i.e., parent, Participant's Representative), the Facilitator will work with the participant to contact the decision maker, advise of the situation and determine next steps.

2. Privacy

All participants attending Cahoots services have the right to privacy.

To support the privacy of everyone during a camp or day program, male and female participants will;

- not share confidential information about others.
- not take photos or film others.
- sleep in assigned beds and dormitories.
- sleep in their own bed and remain there until morning.
- use bathrooms that are gender neutral or aligned to their gender identity.
- respect the privacy of others and practice modesty when getting dressed or changing clothes in dormitories.
- not use electronic devices in the dormitories when people are sleeping or anywhere privacy is expected by others.

3. Driving

Some adult participants will hold a valid driver's license and transport themselves to and from a camp or day program. However, once signed into the Cahoots service participants are not allowed to drive or ride in personal vehicles during their attendance at the camp or day program.

Cahoots provides all necessary transport for the duration of the service and any exceptional circumstances or special requests must be discussed and agreed prior to the camp/program.

4. Electronic Devices (mobile phones, smart watches, earbuds, tablets, headphones)

In accordance with the Participant Electronic Devices Policy, all adult participants are strongly encouraged to leave electronic devices at home when attending a camp or day program unless the device is required for communication or as a behavioural support aid.

Participants attending Cahoots services that choose to bring an electronic device may give the device to the Facilitator for the duration of the service. Participants are not required to "hand in" the device.

Participants choosing to have a device, will remain responsible for the device. The device must be turned off and not used (except for communication or behavioural support):

- during recreational or social activities
- during mealtimes
- in the dormitories when people are sleeping
- anywhere privacy is expected by others

Participants are encouraged to:

- limit their device use to times when they are travelling between activities or when the day's activities have finished, and they are having some "free" time.
- speak to their assigned support staff before using their device to ensure they have up to date information on the service program, to support informed decision making about using their device.

If a participant is unable to self-regulate the use of their electronic device, the Facilitator will work with the participant to negotiate an agreed timetable of use that promotes participation in the service but does not deny the participant access to the device.

Support staff acknowledge that the participant has the right to choose how often, when and where they use their device. Where continued use of an electronic device limits the

participant's engagement in the service, the Facilitator will seek advice from the Service Coordinator.

Where the participant has a legal decision maker (i.e., parent, guardian), and continued use of an electronic device limits the participant's engagement in the service, the Facilitator will seek advice from the Participant's Representative. The Facilitator will work with the participant and their decision maker to determine next steps, which may include storing the device securely till the end of the service.

Participants are strictly prohibited from taking photos or film of other participants.

5. Money and Valuables

Participants are strongly encouraged to leave money and other valuables such as jewellery and electronic games at home when attending a camp or day program.

Participants that choose to bring cash, an EFTPOS card, or other valuables to a service, are strongly encouraged to hand the money or valuables to the Facilitator for safekeeping. Participants are not required to "hand in" their money or valuables.

Participants that choose to have their money or valuables with them, will remain responsible for their property.

Participants that choose to make purchases using their money, will be supported in making informed decisions about their purchases, if required, by support staff.

Where an adult participant has a Participant's Representative, it is recommended that the Facilitator obtain consent for the participant to make purchases prior to the service departure.

As an example; it is known that camp participants will be attending a local tavern for dinner. The participant's decision maker has agreed at camp departure that the participant can spend up to \$15 purchasing an alcoholic beverage.

Where a participant, with a legal decision maker, wants to make an unplanned purchase the decision maker must be contacted and advised of the potential purchase. The Facilitator will work with the participant and their decision maker to determine next steps.

At any time, staff will support a participant with their money management. A receipt must be obtained, and a record of purchases made in the participant's Progress Notes.

6. Medications

Participants that manage their medications and self-administration independently will be asked to obtain a letter from their GP, to confirm they are competent and capable of doing so before attending a Cahoots camp or day program.

Where a GP confirms the participant's independent management of their prescribed and over the counter medications, the Facilitator will not take responsibility for administration of the medications. The Facilitators role will be limited to ensuring safe storage of the medications.

Participants independently managing their medications will have access to their medications on request. Medications must be stored securely during the service in the medication lock box.

Participants that are self-managing their medications may have medications with them that are not Webster packed or labelled in accordance with the Medication Management Policy. This is acceptable and the Facilitator is to ensure the medications are stored within the medication lock box, in a container or folder labelled with the person's name.

7. Gender identity, expression, and sexuality

Participants are considered the final authority on their gender identity, expression, and sexuality.

Participants will treat each other with equality, mutual acceptance, understanding and respect.

Transgender and gender diverse participants will be supported to ensure their privacy is maintained, their gender identity respected and that they are not inadvertently “outed” by others:

All Participants are expected to;

- use the name and pronouns participants identify with.
- use gender neutral language like “hi friends” or “welcome everyone”.
- be supportive and respectful.
- not make rude or unkind remarks or jokes about a person's gender identity or sexuality.
- sleep in the assigned bed and dormitories.
- use bathrooms and changing facilities that are gender neutral or aligned with the person's gender.
- not judge if a person is or is not the gender they identify with or to question the person about their gender diversity or sexuality.

8. Relationships

Cahoots is committed to upholding the rights of adult participants regarding personal relationships and sexuality. The recreational and relaxed nature of Cahoots camps and day programs promotes a sense of community and belonging that offers the basis for a range of human relationships and interactions, including romance.

Participants will be:

- provided with opportunities to make new relationships and to maintain existing friendships;
- supported to develop sound decision making skills, regarding personal relationships;
- supported to manage the emotions and feelings associated with relationship breakdown;
- supported to understand what constitutes sexual harassment and assault; and
- protected from unwanted physical and sexual advances.

Cahoots staff and volunteers will:

- at all times, maintain respectful, participant supervision, in alignment with Cahoots safeguarding practices;
- act promptly to protect and report any incidents in which it is believed a participant has been sexually abused, exploited, or harassed;
- provide guidance to the participant/s, to mediate differences and encourage participation in the recreational and social activities on offer;
- where the adult participant has a legal decision maker, support the participant to inform their decision maker of the relationships that have developed during the Cahoots camp or day program; and
- encourage participants and support networks to seek support from specialised services and health professionals, around sexual health, and relationships, as needed.

Participant relationships that are pre-existing or develop during a Cahoots service will be acknowledged and respected.

9. Physical Contact

Adult participants who are starting to like each other romantically must ensure their conduct complies with service guidelines. Nothing beyond handholding, consensual hugs and kisses on the cheek and referring to each other as girlfriend and boyfriend is allowed during the camp or day program.

Participants cannot:

- Engage in sexual relations during the camp or day program.
- Sleep in another person's bed or with another person.
- Sleep in non-assigned beds or dormitories.
- Enter a bathroom that is not aligned to their gender.
- Travel in any vehicle sitting next to their girlfriend/boyfriend.
- Give "back rubs" or massages of any kind.
- Participate in rough housing, or any other type of physical "play" that may result in a person being held down, hurt, or physically abused.

Cahoots staff and volunteers are to avoid physical contact with participants unless it is part of fulfilling a legitimate work purpose, duty of care is being met and it is acceptable to both the participant and the support staff:

- For first aid.
- When appropriate in sport and recreation e.g., assisting a person into/out of the pool.
- When appropriate to assist a person with a disability e.g. personal care.
- When appropriate assisting with hands-on skills or techniques as needed e.g. manual handling.
- Demonstrating or helping with skills from the side or in front, not from behind.
- As part of positive reinforcement/celebration e.g. fist bumps, high fives
- As part of non-sexual comfort or emotional support e.g. a brief side hug (with the participant's consent), sitting close to a participant to chat or read a story.
- To get the person's attention e.g. lightly touching the upper arm or shoulder.

Cahoots staff, volunteers and adult participants must avoid physical contact with others. Any intentional physical contact of a sexual nature is a serious matter, and in some circumstances may be a criminal matter.

10. Inclusivity

Cahoots expects all participants will have the same opportunities to enjoy events, activities, and the camp or day program environment.

Participants are expected to:

- Treat others with courtesy and respect during the camp or day program.
- Share the space, equipment, and resources with others.
- Not dominate or encourage others to dominate an activity so that others cannot participate equally.
- Contribute positively to a camp or day program environment in which different opinions perspectives, and cultures are valued and encouraged.

11. Smoking

Smoking is a serious health issue and Cahoots aims to reduce active smoking by adult participants and to eliminate passive smoking by everyone during camps and day programs.

The following information pertains to smoking readymade, roll-your-own, herbal and e-cigarettes.

Cahoots camps and day programs are non-smoking.

It is recognised that some adult participants will have an established nicotine addiction smoking history and be unable to abstain from smoking for the period of the service. In these circumstances, it is acceptable for the adult participant to take short breaks from camp or day program activities to smoke.

Participants that smoke must:

- Discuss their smoking habits prior to the camp or day program, in order to assess if their smoking needs can be met during the service (e.g. A chain smoker would have difficulty meeting their smoking needs met on a cahoots service).
- Independently manage their smoking behaviour (i.e. Light own cigarette).
- Give cigarettes, e-cigarettes, matches or lighters to the facilitator for safe storage at the commencement of service to minimise the risk of cigarettes being obtained by non-smokers and the risks associated with matches and lighters.
- Only have cigarettes, e-cigarettes, matches or lighters on their person when they are going to or are smoking.
- Be supervised in accordance with cahoots safeguarding practices.
- Not smoke in buildings or vehicles. Smoking can only occur outdoors:
 - in a designated outdoor smoking area.
 - off the premises, if it is permitted, and accessible to the staff and participant.

Smoking is not permitted if it is:

- inappropriate for the activity or service taking place.
- anywhere it may cause discomfort to someone else.
- in a bush area when there is a high fire danger.

Facilitators, staff, volunteers, and participants are not permitted to:

- Buy or sell cigarettes for others.
- Give cigarettes to others.
- Roll or light cigarettes for others.

Cahoots does not encourage smoking but recognise we do not have the right to stop or limit the adult participants right to smoke and the participant can request access to their cigarettes at any time.

12. Alcohol

Cahoots does not supply or permit alcohol at Cahoots camps and day programs. However, when attending a social event or venue where alcohol is being served, participants may choose to purchase and consume an alcoholic beverage, with consent of the participant's legal decision maker, as required.

Cahoots supports the Australian Alcohol Guidelines recommendations, that no more than two standard drinks be consumed/day and recommends:

- Drinking in moderation;
- Only drinking alcoholic beverages with a meal;
- Alternating an alcoholic beverage with a non-alcoholic option;
- Encouraging a mature approach to alcohol consumption; and
- Avoiding hard liquors or 'shooters'.

Participants must not:

- Drink alcohol to excess.
- Buy, sell, or give alcohol to others.

13. Drugs, weapons, and crimes

Cahoots camps and day programs need to be free from violence and illegal activities.

Cahoots has zero tolerance for;

- illegal drug possession, use and /or dealing and the carrying;
- bullying and/or threatening behaviour (verbal and physical);
- the use of or threatening to use weapons i.e., knives, firearms, knuckledusters etc;
- pranks that may hurt or harm others;
- theft;
- deliberate destruction of property; and
- playing with fire

Illegal drugs and weapons are not permitted at Cahoots camps or day programs. Any crimes that occur during a Cahoots camp or day program will be reported to the relevant authorities.

Where an adult participant brings drugs and/or weapons to a camp or day program they will be asked to leave the service.

NOTE: Cahoots understands that some adult participants may have behaviours of concern that, on occasion, may result in violent behaviour towards themselves, others, or property. These participants have specific support needs and will be managed in accordance with their Behaviour Support Plans.

14. Breach of the Code of Conduct

A participant may be asked to leave a camp or day program if there is a serious breach of this Code of Conduct. This includes behaviour that poses a risk to safety for the participant and/or others, illegal activity or repeated behaviour that negatively impacts the privacy, social engagement, and wellbeing of other participants.

The decision to send a participant home is deemed serious. A Facilitator will only make the decision after attempting to de-escalate or resolve the issues that have arisen following consultation with the Participant's Representative.

Where there are repeated or severe breaches of this Code of Conduct, the participant may no longer be offered places to attend camps or day programs.

Any participant sent home from a camp or day program will not receive a refund.

Acknowledgement

I have read and understood the Adult Participant Code of Conduct and agree to my responsibilities on camps and day programs.

Participant's Full Name:			
Participant's Signature:		Date:	
Participant's Representative Full Name:			
Relationship to Participant:			
Participant's Representative Signature:		Date:	
Cahoots Staff Signature:		Date:	

Communication

This code will be communicated to:

- Participants and their support networks prior to their first camp or day program, and through an easy to read flyer.
- Staff and volunteers through inductions, professional development and staff meetings.

Code Review

This code will be reviewed every two years in consultation with participants and their support networks together with staff and volunteers. This code is not intended to be a static document and Cahoots commits to its ongoing development as part of continuous quality improvements, and as policy and legislation changes dictate.

References and Related Documents

- NDIS Practice Standards and Quality Indicators 2021
- Cahoots Support Plan Policy and Procedure
- Cahoots Behaviour Support Policy and Procedure
- Cahoots Restrictive Practices Policy
- Cahoots Individual Values and Beliefs Policy
- Cahoots Accessing Personal Information Consent Policy
- Cahoots Person-Centered Support Policy
- Cahoots Participant Electronic Devices Policy
- Cahoots Communication and Social Media Policy

Versions

No.	Approval Date	Description of Amendment
1.0	28/11/2021	Code created
2.0	15/05/2023	Code renamed

Owner	Approver	Next Review
Community Engagement Manager	CEO	May 2025

