

Sexual Health and Family Planning ACT

New words in SHFPACT policies



New words in SHFPACT policies

About this book

This book is written by Sexual Health and Family Planning ACT.

We say SHFPACT for short.

This book helps you know about new hard words we use in our **policy** books.




- A policy is a type of information document. Policies tell you the rules we follow to keep you safe.

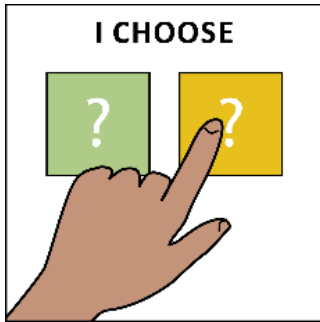
To help you know what the hard words mean, we made this dictionary.

This will help you know what our policies mean.

You can ask for help to read this book if you want to.

SHFPACT can help you read this book.

Images we use	New words
 <p style="text-align: center;">accident</p>	<p>Accident</p> <p>An accident is something that has hurt you or another person.</p>
 <p style="text-align: center;">address</p>	<p>Address</p> <p>Your address is where you live.</p>
 <p style="text-align: center;">advocacy</p>	<p>Advocacy services</p> <p>Services that help you to speak up about what you want and how you want to live your life.</p> <p>The person who helps you at an advocacy service is called an advocate.</p> <p>You can use an advocate if you are unhappy with your service or care at SHFPACT.</p>



Choice

Choice is personal.

It is when you get to decide what you want.

It is about yourself or your body.

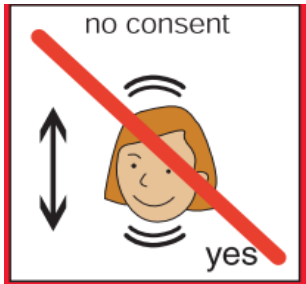
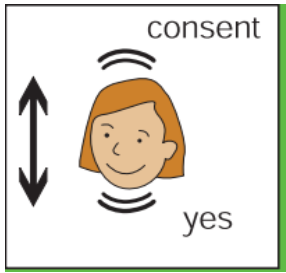
Only you get to decide if you want to do something.

A choice is not the same as consent.



Complaint

A complaint is a type of feedback about when you are unhappy and you tell someone the reason.



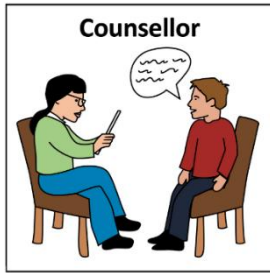
Consent

Consent means you ask someone and they say yes.

Or they ask you and you say yes.

Consent is a joint choice.

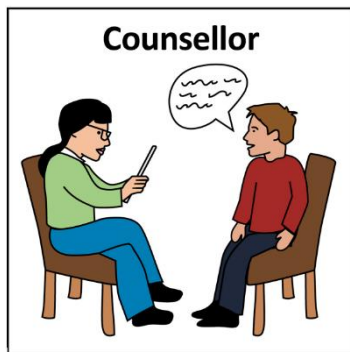
You can choose to say yes or no.



Counselling

Counselling is a type of support from a counsellor.

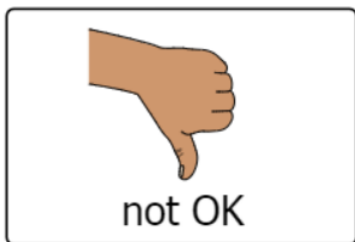
What you say in counselling is private talk.



Counsellor

A counsellor is a trained community worker.

They can support you if you want to talk about your life or change something.



Critical Incident

A critical incident is when something is unsafe.

It is a risk to safety and a risk to wellbeing.


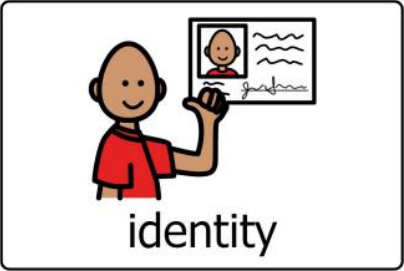
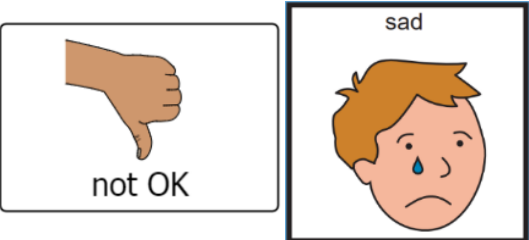
It is serious.


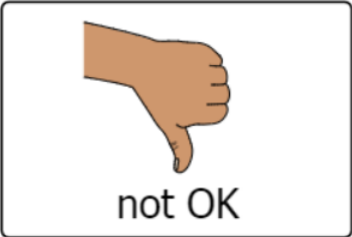

Like if


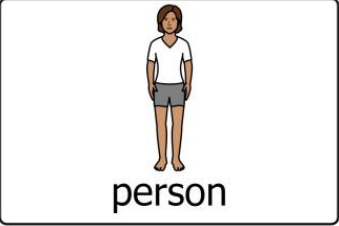
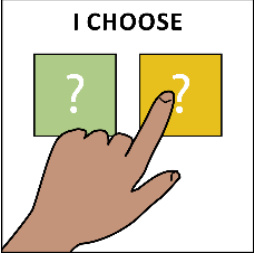


- an emergency happens
- if someone abuses or threatens you with physical or sexual violence.
- you are hurtful or violent towards others
- you see these things happen to someone else.

It is a critical incident if this happens to you anywhere.

It does not have to be at SHFPACT.

 <p>happy</p> <p>sad</p> <p>talk</p> <p>SHFPACT</p>	<p>Feedback</p> <p>Feedback means telling someone if you were happy or not happy about their service.</p> <p>You can also tell them if something OK or Not OK happens.</p>
 <p>identity</p>	<p>Identity</p> <p>Identity is how you know and describe yourself.</p> <p>This is who you are.</p> <p>Identity can be lots of things.</p>
 <p>not OK</p> <p>sad</p>	<p>Incident</p> <p>An incident is a Not OK thing that has happened to you or another person.</p>

	<p>Incident is a more formal way to say accident.</p>
	<p>NDIS Participant</p> <p>The NDIS Participant is a person who has an NDIS plan.</p>
	<p>Not OK</p> <p>When something is Not OK it means you are not allowed to do it.</p>
	<p>OK helpers</p> <p>Ok helpers are people who you know.</p> <p>You can ask Ok helpers for help when you are</p> <ul style="list-style-type: none"> ● sad ● scared or ● need other help

	<p>OK</p> <p>When something is OK it means that you are allowed to do it.</p>
 	<p>Participant Nominated Representative</p> <p>The Participant Nominated Representative is someone the NDIS participant has chosen to do things on their behalf.</p>
 	<p>Permission</p> <p>Is when you agree to something. You can choose if you do or do not give permission.</p> <p>Permission is about documents.</p>



Personal information

Personal information is information about you.

It could be

- your name,
- where you live,
- your date of birth,
- your health or disability information,
- your gender or sexual identity,
- your phone number.




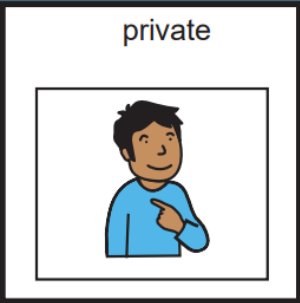
Policy

Policy

A policy is a type of information document.

Policies tell you the rules SHFPACT follow to keep you safe.

You can ask for help if you do not understand this information.

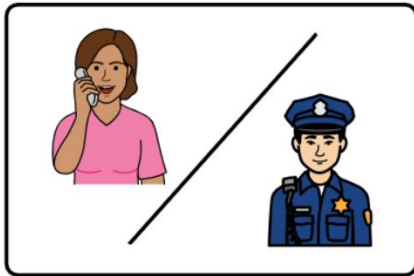
<p>happy</p> 	<p>Positive Feedback</p> <p>Positive feedback is when you are happy with the received support or service.</p>
<p>private</p> 	<p>Privacy</p> <p>Privacy means your information will not be told to other people unless they have to know for your safety or to keep others safe.</p> <p>You can choose to share your personal information if you want to.</p> <p>Everyone has their own personal information and can choose to share it or not.</p>



Private talk

Private talk is about

- private behaviours,
- private parts of the body or
- private information.



Reportable incident

Some critical incidents need to be told to other people.

If SHFPACT has to tell other people like the Police or NDIS about a critical incident, it is called a Reportable Incident.

A reportable incident is private talk.



Respect

Respect means treating and thinking about others kindly.

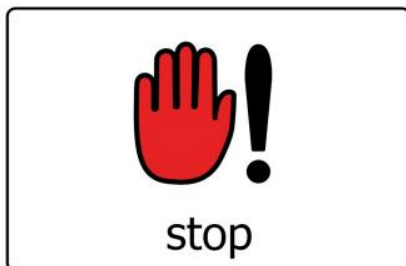
It means everyone is important.



Responsibilities

Responsibilities are the things you have to do.

It is about making safe and healthy choices.



Restrictive Practice

A restrictive practice is stopping someone from doing something they want to do.

Other people must always follow the State or Territory rules to use restrictive practices on you.



Rights

Rights are things that you are allowed to be, have, or do.

You have rights everywhere.

In a policy, when SHFPACT says 'your rights' it means things SHFPACT has to do for you.



Risks

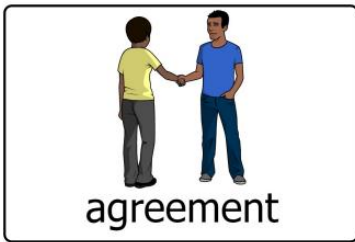
Risks are things that could be unsafe or unhealthy for you or other people.



Safeguarding

Safeguarding is about protecting you from harm and being hurt.

It is the rules SHFPACT have to keep you safe and the way they think about safety.



Service agreement

Your service agreement is an important document between you and SHFPACT.

It includes important information about the support you will receive from SHFPACT.



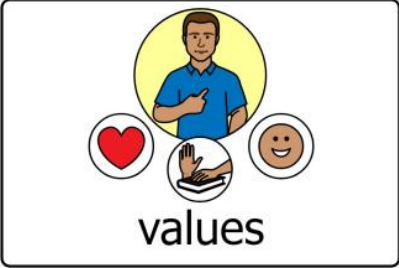
SoSAFE!

SoSAFE! is a set of easy pictures and ideas that are written in Easy English.

It is a way to learn

- social skills
- relationship skills, and
- about sex.

We use SoSAFE! words in our group programs and in our policies.

	<h2 style="color: #4f81bd;">Values</h2> <p>Our values are our basic beliefs and ideas that help us make decisions.</p> <p>Values affect how we think and act.</p>
---	---

Version Control

Policy name	New Words in SHFPACT policies (EE)		
Policy location	SHFPACT SharePoint		
Policy version	v1.0 2024		
Policy application	All staff, All Council		
Policy approval date	November 21, 2024		
Policy review date	November 2027		
Policy and resource links			
Version	Date	Author	Description
0.1	v2015-1	SHFPACT	
1.0	21/11/24	SHFPACT	ED Approved

