



Human Relations Policy

All Griffin Aikido staff are deemed competent, qualified, and have relevant expertise and experience, as per the requirements of the level of Aikido rank achieved.

Human Relations Areas

As part of the Human Relations Processes at Griffin Aikido the following is undertaken as appropriate:

1. The skills and knowledge required of each position are identified and documented together with the responsibilities, scope and limitations of each position.
2. Records of worker pre-employment checks, qualifications and experience are maintained.
3. An orientation and induction process is in place that is completed by workers (including completion of the mandatory NDIS worker orientation program for staff working with NDIS clients).
4. A system to identify, plan, facilitate, record and evaluate the effectiveness of training and education for workers to ensure that workers meet the needs of each participant. The system identifies training that is mandatory and includes training in relation to staff obligations under the NDIS Practice Standards and other National Disability Insurance Scheme rules.
5. Timely supervision, support and resources are available to workers relevant to the scope and complexity of supports delivered.
6. The performance of staff is managed, developed and documented, including through providing feedback and development opportunities.
7. Staff with capabilities that are relevant to assisting in the response to an emergency or disaster (such as contingency planning or infection prevention or control) are identified.
8. Plans are in place to identify, source and induct a workforce in the event that workforce disruptions occur in an emergency or disaster.
9. Infection prevention and control training, including refresher training, is undertaken by all workers involved in providing supports to participants.
10. For each worker, the following details are recorded and kept up to date:
 - a. their contact details;
 - b. details of their secondary employment (if any).