

## Allity Policies

### Smoking

We respect the rights of residents, staff and visitors to have freedom of choice, however, in the interests of safety and in keeping with the current health standards, smoking is not permitted anywhere inside the home including resident rooms, and is confined to designated areas outside the building(s).

A non-combustible ashtray is provided in the designated outside smoking location(s) and care should be exercised at all times to ensure ashtray contents are extinguished prior to disposal into waste bins.

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### Alcohol

We respect alcohol consumption as a matter of individual choice and do not wish to prevent residents from exercising their choices. Social alcohol consumption needs to be discussed with the resident's medical officer to ensure there are no adverse interactions with prescribed medications and the resident is not placing their health at risk.

The consumption of alcohol is supported as long as the rights of other residents, staff and visitors are not infringed upon by the behaviour of the person drinking.

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### Visiting Hours

We always welcome visitors to our homes, we do however ask that you be mindful that between the hours of 6.00am and 10.00am it is a very busy period for staff if you do need assistance or wish to meet with us. Young children are welcome to visit our homes with the supervision of an adult.

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### Visitor Entry and Identification

For safety and security reasons, visitors to our home are required to sign in on arrival and sign out on departure. Our home is secured at specific times over a 24-hour period (night time) for the safety of residents and employees. Residents, relatives and friends will be advised of these procedures. We ask that you telephone the home if you require entry during these specified secured times.

## Meals

All meals and snacks are generally served in our dining room(s). The daily schedule for the serving of food will be at the following approximate times:

Meal	Time (approx.)
Breakfast	08:00-8:30am
Morning Tea	10:00am
Lunch	12:00pm noon
Afternoon Tea	03:00pm
Dinner	05:00pm
Supper	07:30pm

Meals can be delivered to resident rooms in certain circumstances.

A light meal can be provided if required prior to an outing; however, we ask that you please notify the staff the day before.

The provision of special dietary requirements with regard to particular medical, religious or cultural requirements is available.

A meal can be provided for guests at a minimum charge payable at the front office.

Meals/food can be brought into our home for special occasions. Please contact a member of our management team during the planning stages so that we can assist where possible.

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## Staffing

We regularly review our staffing roster and our staff skill mix in line with the changing needs of the residents in our care. Our roster has been reviewed by the Australian Aged Care Quality Agency as part of the accreditation and support contact process.

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## Staff Development and Training

An annual program offering a variety of training is available to employees. Training helps staff to refresh their knowledge and skills, and learn about best practice and new ways of doing things.

Allity also supports staff wishing to undertake formal studies.

All staff, including casual staff, are required to attend essential learning sessions annually covering topics which include, but no limited to:

- Emergency response training
- Fire safety training
- Manual handling
- Elder abuse training
- Infection control training (food safety for catering staff)

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## Visitors Cars – Vehicles

Our homes have ample parking within our designated car park on site with street parking available in most instances. Residents who still use their own vehicle for transport can apply for a personal car parking space on site.